

# TOILETING POLICY



## POLICY STATEMENT

In Accordance with Children Services Regulations, Division 7; Regulations 100, 101, and 109.

Pinemont Pre-school is committed to:

- Respecting individual needs of children.
- Valuing each child's self-esteem and feelings.
- Addressing each child's needs with sensitivity.
- Providing all eligible children opportunities to attend this kindergarten regardless of needs.
- Recognising that each child toilet trains at different ages and developmental stages.



## PURPOSE

Pinemont pre-school sees the need for a Toileting policy for children including those who regularly wear nappies. The staff are aware that a three/four year old child may feel embarrassment at having to have their nappy changed in front of the other children. The enrolment of children with additional continence needs (i.e. regularly wearing nappies) will be done in close consultation with all staff.

This policy will provide guidelines for staff and parents to follow when children who attend Pinemont Pre-school regularly wearing nappies, require a nappy change.



## PROCEDURES

Pinemont Pre-school requires parents/guardians to inform staff if their child is regularly wearing a nappy before the child attends our pre-school. Parents need to sign an agreement that they allow staff to change their child's soiled nappy, dirty nappy, underwear or in fact change any item of clothing after a "toileting accident".

Where there is a continual toileting issue, the staff will ask the parents/guardians to present a letter from a doctor and an action plan from a professional to assist staff and members of the community in the management of the incontinence.

Where a parent does not give their consent to staff for the purpose of hygiene to change their child's soiled nappy, pull-up, underwear or clothing, the pre-school may need to contact them or a nominated special person who lives in close proximity to the Pre-school, to urgently change a nappy, pull-up, underwear or clothing. The pre-school requires the parent/guardian to sign this agreement and to nominate and provide details of another nominated person who can be contacted during sessions.

Pinemont Pre-school staff members may not think it appropriate that the child stay in the nappy, pull-up, underwear or clothing until the conclusion of the pre-school session and in that case parent/guardian will be alerted and asked to attend to the child's needs. If this is an ongoing occurrence, staff will talk with the parents and request an action plan and letter from a doctor to explain complications.

Pinemont Pre-school will maintain a nappy changing kit including gloves, wipes and other necessary equipment to ensure a hygienic and discrete facility.



## SOURCES AND RELATED POLICIES

- Hygiene Policy
  - The approved provider of an education and care service must ensure that:
    - (a) adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service; and
    - (b) the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children.



## ATTACHMENTS

Nil



## AUTHORISATION

This policy was adopted by the approved provider of [Company] on 18/03/2024.

**REVIEW DATE:** 18/03/2025