



The Shepherd Centre

Giving deaf children a voice



Corporate Policy

Policy:	PSK2.15 Toileting and Nappy Change Policy	Version no.:	3.4
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Policy statement

The Shepherd Centre Preschool accepts enrolments of children aged from 3 years of age. All children attending The Shepherd Centre Preschool are encouraged(?) to be independent at toileting themselves unless they have a diagnosed medical condition that prevents this. Parents are required to notify staff of their child's toileting status during the enrolment process. If a child is not yet independent with their toileting, staff will work with families, ~~using toilet timing strategies~~ (moved down to next section) to support the child to become independent with their toileting.

Educators/staff acknowledge the importance of working closely with families to ensure that the needs of the child are met – including any cultural practices staff may need to be aware of. The Approved Provider will ensure that adequate, developmentally and age appropriate toilet, washing and drying facilities are provided for use by the children in our care. The toilets, washing and drying facilities are designed to provide safe and independent access for all children.

Policy

Toileting will be carried out at regular intervals throughout the day (or as needed). Children are encouraged to be independent with their toileting needs, and have access to the toilet facilities throughout their preschool day. Educators will use techniques to support independent toileting, for example, toilet timing strategies. Educators will also be aware of the possible need to maintain privacy when toileting and dressing, and make accommodations to ensure this occurs.

At all times the service will;

- Respect individual needs of children.
- Address each child's needs with sensitivity.
- Value each child's self-esteem and feelings.

In Accordance with Children Services Regulations, Division 10; Regulation 155(c) and 155(e) the Preschool is committed to ensure that they:

- Maintain at all times the dignity and rights of each child.
- Have regard to the family and cultural values, age, and physical and intellectual development and abilities of each child being educated and cared for by the service.

Operational Safety

For children with a diagnosed medical condition, nappy changing and toileting will be carried out by a member of staff following the nappy changing procedure outline by the National Health and Medical Research Council in Part 3 of [Staying Healthy](#).

At times it may be required that a student carry out the nappy change as part of practical requirements, an Educator/staff member will always be present and monitor this. In addition if a parent is present and helping their child (toileting in the bathroom), an Educator/staff member is required to accompany any other children needing to use the bathroom at the same time.

At all times, appropriate hygiene practices will be maintained, and procedures followed to minimise the risk of infection. Educators/staff will always model and promote healthy hygiene practices and

hand washing procedures, discussing these with the children and encouraging the children to follow these practices.

Statutory Legislation & Considerations:

Education and Care Services National Regulations 2011: Part 4.3 Division 2 (112)

Education and Care Services National Law Act 2010

Links to National Quality Standard

National Quality- Area 1 Educational Programs Area 2 Health and Safety Area 6 Collaborative partnership with families and communities	
1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning
2.1	Each child's health and physical activity is supported and promoted
6.2.2	Effective partnerships support children's access, inclusion and participation in the program.

Links to the Child Safe Standards

Standard 1	Child safety is embedded in organisational leadership, governance and culture.
Standard 2	Children participate in decisions affecting them and are taken seriously.
Standard 3	Families and communities are involved and informed.
Standard 4	Equity is upheld and diverse needs are taken into account.
Standard 5	People working with children are suitable and supported.
Standard 6	Processes to respond to complaints of child abuse are child focused.
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
Standard 8	Physical and online environments minimise the opportunity for abuse to occur.

Sources

National Quality Standards 2018

[Staying Healthy- Preventing Infectious Diseases in Early Childhood Education & Care Services 5th Edition 2013](#)

Toileting Procedure

Toileting occurs at any time of the day and is tailored to meet individual needs. Educators/staff will communicate with parents to develop continuity and consistency with their child's toileting. Educators/staff will be aware of and consider any special requirements related to culture, religion or privacy needs.

At all times staff will encourage and support the child's independence in toileting, providing assistance where required.

Use gloves for any of these stages in the toileting procedure:

- Assist child to remove clothing if soiled.
- Assist the child to wipe themselves, encouraging them to wipe front to back.
- Assist the child to flush the toilet.
- Get the child to wash and dry hands on single use towel, and then leave the bathroom.

Educator/staff member to wash hands also when gloves removed.

If the child has soiled or wet their clothing calmly take into the bathroom and call for another educator to get clean clothes from the child's bag.

- Put on gloves and remove any wet/soiled clothing and seal in a bag for washing, placing the bag in a lidded container for collection by the family for laundering.
- Clean and dry the child.
- Remove gloves and wash hands.
- Assist the child, if needed, to dress.
- Wash and dry the child's hands. Have them leave the bathroom.
- Put on clean gloves and clean any spills following procedure for cleaning spills of body fluids.
- Remove and dispose of gloves, wash and dry your hands.
- Place bag of wet/soiled clothes in the soiled clothes bin.
- Wash and dry hands.
- Note on sign on book (for parents to see) that clothes are to be collected from the lidded bin.

Staying Healthy- Preventing Infectious Diseases in Early Childhood Education & Care Services 5th Edition 2012

Nappy Change Procedure

Educators are to keep in body contact with the child at all times whilst they are on the mat.

Preparation:

1. Wash your hands.
2. Place paper on the change mat (optional).
3. Put disposable gloves on both hands.
4. Make sure other supplies are close at hand then collect the child to be changed.
5. Assist child onto the mat (using steps or correct manual handling technique).

Changing:

6. Sing songs, rhymes or talk to children making this interaction a pleasurable, playful experience.
7. Remove the child's nappy and put in a disposable nappy bag.
8. Place any soiled clothes in a plastic bag.
9. Clean the child's bottom.
10. Remove the paper and put it in a disposable nappy bag.
11. Remove your gloves and put them in the bin.
12. Place a clean nappy on the child and dress the child.
13. Assist down and take into bathroom. Wash and dry your hands and theirs.
14. Soiled disposable nappy in bag is put in outside waste bin.

Clean Up:

Clean the change mat with detergent and warm water and dry with paper towel.
Wash your hands.
Record the change on the laminated sheet beside the mat.

Staying Healthy- Preventing Infectious Diseases in Early Childhood Education & Care Services 5th Edition 2012