St. Joseph’s Preschool Hindmarsh

Toileting Policy/ Procedure
**Aims**
- To ensure that toileting is a positive and supported experience for children.
- To ensure that children learn to use the toilet in a safe, hygienic way that respect children’s dignity.
- Build children’s understanding of using the toilet and promote their ability to manage this routine.
- Help children begin to develop and extend their self-help skills, for example hand washing and dressing, and to encourage them to experience feelings of achievement and satisfaction that come with these.
- Builds children’s sense of trust and security by having their needs met in a supportive, responsive manner.

**Guiding principles**
- Only staff or parents will assist children in toileting (not volunteers, students or visitors)
- Children’s privacy and dignity is respected at all times. Children are encouraged to change wet or soiled clothes in the toilet area. Children are encouraged to change their own clothes when possible or are assisted to learn this skill.
- Children are encouraged to wipe themselves when possible or are assisted to learn this skill.
- Children are encouraged to recognise their bodily signs of needing to go to the toilet when possible and are encouraged to learn this skill by prompting children to learn this skill by encouraging children to use the toilet or have a go at regular intervals.
- Families are invited to be part of the learning to toilet process and are provided with verbal or written information when needed.

**When assisting children to learn to use the toilet**
1. Ask/ remind the child to use the toilet.
2. If they request help to wipe their bottom or vaginal area encourage them to try first and assist with the provision of toilet paper.
3. If they still need help, put on gloves and assist them to wipe.
4. Dispose of the paper in the toilet and the gloves in the rubbish bin.
5. Wash hands with soap and ask that the child wash their hands as well.
6. Provide positive feedback to the child and the family.

**When assisting children to change soiled clothes/pull up**
1. Ask/ remind the child to change their clothes: talk about how this helps us to stay clean and healthy.
2. Ask/ assist them to get their bag and locate their clean clothes/pull up.
3. Apply gloves.
4. Ask the child to remove their dirty clothes/pull up and assist only if needed.
5. Place the soiled clothes in a plastic bag and store the bag in staff toilet area until home time.
6. Ask the child to wipe themselves with a nappy wipe to remove any wetness or soiling and place wipes (and pull up if child not in underwear) into a clean disposable plastic bag. Remove your gloves by peeling them from the wrist down and place them in the bag. Dispose the bag in outside blue bin.
7. Ask the child to dress themselves in fresh clothing/pull up and assist if needed (they might like to sit on a stool if needed).
8. Clean the toilet (stool if used and floor if it needs) with authorised disinfectant in accordance with guidelines.

9. If the child is unwell, distressed or needs extra assistance, notify parents/care givers.

10. Provide positive feedback to the child and complete the required paperwork.

Philip Schultz  
Principal

Anne Burke  
School Board Chairperson

Dated: June 2015