TOILETING PROCEDURE

It is essential to maintain safe and hygienic practices in early childhood to support children's health and wellbeing. In order to ensure best practice and respect for children, educators are required to adhere to the following toileting procedure. Toileting should be a relaxed and positive time that is adapted to suit children's individual needs.

Working in conjunction with the Nappy Change and Toileting Policy, this procedure ensures toileting routines are used as a positive opportunity for one-on-one interactions between the educator and child.

Education and Care Services National Law or Regulations (R. 103, 105, 106, 109, 115, 155 and 156) NQS QA 2: Element 2.1.1, 2.1.2, 2.2.1, 2.2.2 and 2.2.3 Health practices and procedures
Related Policies: Nappy Change and Toileting Policy; Handwashing Policy

TOILETING PROCEDURE		
Educators will:		
1	Discuss toileting requirements with families to ensure consistency of practice between home and the Service and ensure the child is being supported during this time	
2	Ensure cultural practices and beliefs are discussed and valued Incorporate children's home toileting language and/or practices	
3	Encourage families to bring in spare clothes, including shoes, socks, underwear, shirt and jumper. It is important that families pack clothes that are practical for the child to manage when toileting	
4	Children are to be appropriately supervised in the bathroom	
5	Be respectful and sensitive to children's dignity and rights to privacy	
6	Ensure risk assessments are undertaken to identify appropriate risks whilst maintaining a balance in providing children with privacy	
7	Encourage children to take their time during their toileting experience. Educators will avoid pressuring children.	
8	Encourage children to frequently go to the toilet throughout the day to minimise accidents	
9	Respond the children's cues and allow them to be active participants in this process, ensuring correct toileting terms are used	
10	Support the child's independence by helping when needed and prompting their independence and agency	

11	Encourage children to wipe independently. If children require assistance, educator must adhere to strict hygiene practices and wear gloves and wash their hands.	
12	If required, assist the child to wipe themselves, encouraging girls to wipe from front to back and placing toilet paper into the toilet after use	
13	Encourage the child to flush the toilet	
14	Encourage and assist the child to pull up their underwear and pants/skirt	
15	Direct the child to wash their hands, discussing the importance of correct hand washing procedures (refer to hand washing procedure)	
16	Encourage the child to dry their hands using paper towel/dryer and dispose of in the correct bin	
17	Praise the child's efforts when toilet training	
18	Wash and dry their hands following the correct hand washing procedure	
19	Record information for families, ensuring this remains confidential	
20	Discuss children's toileting with families as required	

SOLIED CLOTHING OR ITEMS PROCEDURE		
Educators will:		
1	Adhere to strict hygiene practices, wear gloves and wash their hands while assisting children with soiled clothing or items to prevent the spread of infection	
2	Encourage parents to provide spare clothes for children who are toilet training	
3	Soiled clothing will be removed from children as soon as possible	
4	Ensure children are supervised and assisted when changing soiled clothing. Educators will ensure that children's dignity and right to privacy is respected at all times.	
5	Assist children to clean their body, using wipes to clean as required.	
6	Provide children with clean clothing	
7	Solid waste will be emptied into the toilet where possible	
8	Place soiled clothing in a plastic bag or alternative for collection by parents	

9	Clean the changing surface area as per cleaning procedure	
10	Wash linen, or other items that have been soiled, separately from other laundry on a hot water setting or arrange for soiled items to be washed off site	
11	Wear disposable gloves, paper towel, disposable cloths, detergent and disinfectant, if necessary, when dealing with spills - such as urine, faeces or vomit	
12	Place soiled clothing or other items in an area for collection from parents that is out of reach of children	
13	Remind parents to take home soiled clothing at the end of each day	

REVIEW OF PROCEDURE			
Date procedure created	20/06/2023	To be reviewed	April 2026
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
April 2025	Additional Soiled Clothing and Items Procedure added		