

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

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1	Educator/s will 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	Families are required 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	Educators will be respectful and sensitive to children's dignity and rights to privacy	
6	Risk assessments should be undertaken to identify appropriate risks whilst maintaining a balance in providing children with privacy	
7	Children will be encouraged to take their time during their toileting experience. Educators will avoid pressuring children.	
8	Children will be encouraged to frequently go to the toilet throughout the day to minimise accidents	
9	Educators will respond the children's cues and allow them to be active participants in this process, ensuring correct toileting terms are used	
10	Educators will support the child's independence by helping when needed and prompting their independence and agency	
11	Children will be encouraged to wipe independently. If children require assistance, educator must adhere to strict hygiene practices and wear gloves and wash their hands.	

12	If required, the educator will 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	It is important to praise the child's efforts when toilet training	
18	Educators must 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	