Brentwood Drive Kindergarten Toileting 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 respects 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 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 encouraging children to use the toilet (or have a go) at 2 hourly intervals (ie 8am, 10am, 12pm, 2 pm)
• Families are invited to be part of the learning to toilet process and are provided with verbal or written information when needed.
• Children are provided with pictorial cues for the toileting procedure (ie using Boardmaker)

When assisting children to learn to use the toilet
1. Ask/ remind the child to use the toilet to do a wee or poo.
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
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.
3. Apply gloves.
4. Ask the child to remove their dirty clothes and assist only if needed (if they have done a poo, flush this into the toilet).
5. Place the soiled clothes in a nappy bag and into their Kindy bag.
6. Ask the child to wipe themselves with a nappy wipe to remove any wee or poo. Place nappy wipes into a fresh nappy bag. Remove your gloves by peeling them from the wrist down and place in the nappy bag. Dispose of the nappy bag in the bin.
7. Ask the child to dress themselves in fresh clothing and assist if needed (they might like to sit on the chair provided in the bathroom).
8. Use disinfectant spray and paper towel to thoroughly clean the chair in the bathroom.
9. Provide positive feedback to the child and the family.