



Salisbury Heights Preschool

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.
 - Build children's sense of trust and security by having their needs met in a supportive, responsive manner.

- Guiding principles**
- Only educators or a child's own 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 regular intervals
 - Children are provided with pictorial cues for the toileting procedure

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 a sealed plastic bag 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 at all times.
7. Complete change of clothes /toileting form and talk to the family in a positive manner.

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 child to get their bag and locate their clean clothes.
3. Apply gloves.
4. Ask the child to remove their soiled clothes and assist only if needed (where possible faeces to be flushed into the toilet).
5. Place the soiled clothes in a plastic bag (on shelf), seal and later place in child's bag.
6. Ask the child to wipe themselves with toilet paper. Nappy wipes are available if required. Place nappy wipes into a fresh plastic bag and seal. Dispose of the plastic bag in the bin.
7. Ask the child to dress themselves in fresh clothing and assist if needed, removing gloves prior to assisting. Provide chair for child to sit on if required
8. Apply gloves and use disinfectant spray and paper towel to thoroughly clean the chair if used.
9. Complete change of clothes /toileting form and talk to the family in a positive manner.

Procedure creation and revision record

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Approved by site leader:	Donia Haidar
Date of approval:	
Date Approved by Governing Council:	
Date of next review:	
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