Toileting and Nappy Change **procedure**

**Purpose**

*TCS respects the dignity of the child and recognises the need to ensure the safety of children while accessing the toilet and nappy changing. There may be times where children require nappy changing or support in the toilet. It is our priority to ensure that personal health, hygiene and safety of children and educators is supported with procedures that protect children from risk of harm, injury or infection.*

**To whom it applies**

All staff, volunteers, parents, students and children.

**Related policies and legislation**

*Education and Child Services National Law Act 2010*

*Education and Child Services National Regulations 2011*

*Work, Health and Safety Act 2011*

*Work, Health and Safety Regulations 2011*

*Child Protection Act 1999*

*Child Protection Regulations 2000*

*Duty of Care*

**Procedure**

1. Educators will:
	1. respect the dignity of the child
	2. check toilet facilities for safety prior to the commencement of the daily program
	3. ensure all children are supervised while accessing the toilets and having their nappy changed
	4. notify another staff member that a child requires assistance
	5. support the personal hygiene of children with toileting when it becomes known to them that a child needs assistance
	6. access the following items when they are required to assist a child – gloves, wipes, hand sanitiser and bags for soiled clothes (consideration will be made for children allergic to latex)
	7. request children bring spare clothes to be used when required
	8. facilitate independent use by encouraging children to clean themselves (if able) and ensuring their hands are cleaned and sanitised
	9. ensure hand-washing facility posters are displayed
	10. regularly remind children to go to the toilet at transition time, before they go outside to play and throughout the daily program
	11. be provided with training and support to assist in toileting children
	12. make necessary safety checks when children are on excursions

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