**Canossa Kindergarten**

**Background**

The immune systems of young children are still developing. In early education and care services where toileting take place on shared facilities, children can be at risk of exposure to infection and cross-infection if correct hygiene principles are not followed diligently at all times. Toileting times are also moments where educators have the opportunity to develop children’s self-esteem and to deepen relationships with the children.

**Policy statement**

This Policy recognises the importance of: correct hygiene principles in minimising the spread of disease during toileting; close co-operation with parents to ensure that toileting is a positive experience for the children equally at home and at the Service; and, a calm, positive and affirming response to toileting accidents.

**Strategies and practices**

* Children’s need for privacy during toileting, dressing and undressing times are respected at all times.
* Educators respond to toileting accidents calmly and positively, and encourage children in their efforts to become independent.
* The Toileting Procedure is displayed in the toilet areas.
* Educators follow the correct Toileting Procedure.
* The Handwashing Poster – NHMRC and Handwashing Poster – Adult are displayed in relevant areas of the Service, such as bathrooms and food preparation and serving areas.
* Handwashing posters depicting children are displayed at children’s eye level above children’s handbasins throughout the Service.
* Educators model correct handwashing procedures to children, and intentionally teach them these procedures. They remind children to wash their hands every time after toileting.
* Educators show/remind children how to flush the toilet.
* Older children can access the toilet at will. Educators are alert to the signs of younger children needing toileting.
* Educators regularly check that the toilet areas are clean and ensure that the dispensers have sufficient toilet paper and soap.
* Educators receive training in correct toileting procedures, and the topic is a frequent agenda item in team meetings.

**Responsibilities of parents**

* To supply the Service with sufficient underwear each day for child.
* To provide the Service with information about their child’s toileting and routine at home to educators to ensure consistency between home and the Service.

**Procedure and forms**

* Handwashing Poster – Adult\*
* Handwashing Poster – NHMRC\*
* Toileting Procedure

**Links to other policies**

* Enrolment and Orientation Policy
* Handwashing Policy
* Interactions with Families Policy

**Links Education and Care Services National Regulations 2011, National Quality Standard 2011**

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| Regs | 109 | Toilet and nappy change |
|  | 112 | Nappy change facilities |
|  | 115 | Premises designed to facilitate supervision |

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| QA | 1.1.1 | Curriculum decision-making contributes to each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators |
|  | 1.1.3 | All aspects of the program, including routines, are organised in ways that maximise opportunities for each child’s learning |
|  | 2.1.1 | Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation |
|  | 2.1.2 | Healthy eating and physical activity are promoted and appropriate for each child |
|  | 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard |
|  | 3.1.1 | Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child |
|  | 3.1.2 | Premises, furniture and equipment are safe, clean and well maintained |
|  | 4.2.2 | Professional standards guide practice, interactions and relationships |
|  | 7.2.3 | Educators, co-ordinators and staff members’ performance is regularly evaluated, and individual plans are in place to support learning and development |

**Sources**

* Education and Care Services National Regulations 2011
* Guide to the National Quality Standard 2011
* National Health and Medical Research Council. (n.d.). *Changing a nappy without spreading germs.* <http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch43poster2.pdf>

accessed 23 December 2017

* National Health and Medical Research Council. (n.d.). *Handwashing***.** <http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch43poster1.pdf> accessed 23 December 2017

**Further reading and useful websites**

* Mundy, L. (2010). *Toilet Training* [http://ncac.acecqa.gov.au/family-resources/factsheets/Toilet\_training.pdf](http://ncac.acecqa.gov.au/family-resources/factsheets/Toilet_training.pdf%20%20)  accessed 23 December 2017
* NCAC. (2010). *Factsheet for Families: Toilet Training in Childcare*. <http://ncac.acecqa.gov.au/educator-resources/pcf-articles/FF_Toilet_training_in_childcare_Sept10.pdf> accessed 23 December 2017
* NCAC. *A matter of respect: Recognising young children’s right to privacy*. [http://ncac.acecqa.gov.au/educator-resources/pcf-articles/Recognising\_chns\_right\_to\_privacy\_Sept10.pdf](http://ncac.acecqa.gov.au/educator-resources/pcf-articles/Recognising_chns_right_to_privacy_Sept10.pdf%20) accessed 23 December 2017
* Queensland Health – [http://www.health.qld.gov.au/](http://www.health.qld.gov.au/%20) accessed 23 December 2017
* The Royal Children’s Hospital – [http://www.rch.org.au/home/](http://www.rch.org.au/home/%20) accessed 23 December 2017

**Policy review**

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service’s commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

**Version Control**

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| **Version** | **Date Reviewed** | **Approved By** | **Comments/Amendments** | **Next Review Date** |
| 1 | 8 January 2018 | Dr Brenda Abbey (Author) | Updated to changed NQF requirements 1 February 2018.  Service to modify policies to its specific needs. |  |