

Oak Flats Public School Preschool



Nappy Change and toileting Procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
<p>1. Educational Program and Practice</p> <p>1.1. Program</p> <p>2. Children's Health and Safety</p> <p>2.1. Health</p> <p>2.2 Safety</p> <p>5. Relationships with children</p> <p>5.1. Relationships between educators and children</p>	<p>Regulation 109 Toileting and hygiene facilities</p> <p>Regulation 112 Nappy change facilities</p> <p>Regulation 115 Premises designed to facilitate supervision</p> <p>Part 4.7 Governance and Leadership Division 2 Policies and Procedures</p> <p>Children (Education and Care Services) National Law 165</p>	<p>Leading and Operating Department Preschool Guidelines</p>
<p>Pre-reading and reference documents</p>		

[ACECQA information sheet: Toileting and nappy changing principles and practices](#)

Staying Healthy in Childcare Edition 5 [ch55-staying-healthy.pdf \(nhmrc.gov.au\)](#)

Related preschool procedures

- Dealing with medical conditions in children
- Interactions with children
- Providing a child safe environment
- Staffing

Introduction

A non toilet-trained child cannot be excluded from enrolling in a department preschool. It is important educators develop a positive, open relationship with the child's family to support the child with a consistent toilet training routine at home and preschool. It is suggested that a toilet training goal be identified collaboratively, and this be an initial focus of the child's learning at preschool. The nappy change routine needs to adhere to regulatory guidelines.

Staff roles and responsibilities

School principal

The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.

The principal is responsible for ensuring:

- the preschool is compliant with legislative standards related to this procedure at all times
- all staff involved in the preschool are familiar with and implement this procedure
- all procedures are current and reviewed as part of a continuous cycle of self- assessment.
- the development and implementation of policies, procedures and training with educators to ensure nappy change and toileting procedures support

	<p>children's safety, protection, relationships and learning</p> <ul style="list-style-type: none">● that systems are developed with educators to ensure that soiled nappies are disposed of or stored in a location that children cannot access.
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection, including:</p> <ul style="list-style-type: none">● reflecting on how this procedure is informed by relevant recognised authorities● planning and discussing ways to engage with families and communities, including how changes are communicated

Preschool educators

The preschool educators are responsible for working with leadership to ensure:

- that children's individual needs are discussed with families to ensure practices are reflective of the home environment and are culturally sensitive,
- they provide information to families regarding children's nappy change patterns,
- that the nappy change time is used to promote positive interactions,
- they support children to take an emerging responsibility in their own self help routines,
- record nappy change times to share with families,
- that a risk assessment is developed and adhered to. It will be reviewed and adapted and shared with families upon implementation,
- all staff in the preschool and daily practices comply with this procedure. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool,
- this procedure is stored in the preschool and made accessible to all staff, families, visitors and volunteers. The procedure is stored in the preschool foyer and office in a folder and on the school's website,
- they are actively involved in the review of this procedure, as required, or at least annually,
- the details of the procedure's review are documented at the end of the procedure,
- all staff involved in the preschool are familiar with and implement this procedure.

Procedure

Supervision

Supervision in the preschool should be a part of the whole school supervision plan, as described in the [Teachers Handbook](#). The National Law ([section 165](#)) states it is an offense to inadequately supervise children and that responsibility for ensuring the preschool children are adequately supervised at all times rests with the nominated supervisor (school principal). Considering this, it is imperative the principal is aware of the preschool's supervision plans and monitors them to ensure the safety and wellbeing of all children.

All educators will:

- ensure they can respond to children immediately, particularly if a child is distressed or in an unsafe situation,
- know where all children are at all times by actively and diligently monitoring their activities,
- balance supervision and engagement by drawing on a range of skills such as positioning, using peripheral vision and monitoring changes in noise and stress levels,
- have an awareness of potential hazards in the environment and proactively take steps to predict and intervene in situations where children's health and safety may be compromised,
- use flexible positioning and strong communication between educators to ensure all children are supervised,
- inform another educator when they are going to change a nappy. The other educator may have to relocate their position so they are supporting the educator changing the nappy and maintaining supervision of the remaining children,
- educators will maintain clear communication and respond to one another, so that ratios are maintained and supervision is maintained either aurally or visually,
- educators will contact the school to notify the school that assistance is required around additional supervision when a child is soiled,
- engage in active supervision and are always scanning and walking around the area where the children are,

	<ul style="list-style-type: none"> • when an additional educator arrives to the preschool (from the school), they locate themselves between the nappy change location and the rest of the preschool cohort, to support supervision requirements., • collaborate with supervisors to develop a risk assessment of supervision procedures during nappy change times.
<p>Nappy Change</p>	<ul style="list-style-type: none"> • At the beginning of the day a staff member will organise the nappy change area, so that all of the materials are ready, including children’s spare clothing etc. This is noted in the daily checklist of the physical environment. • Appendix F will be displayed in the nappy change area and the steps for hygiene and safety will be followed during nappy change times. • If a child has wet their nappy, they can have their wet nappy removed and can be changed whilst standing up. • If a child has soiled themselves, they can either sit independently or be assisted onto the hydraulic nappy change table. The educator will follow Appendix F Nappy Change procedures. • Soiled nappies are stored in the pedal bin and are collected by the cleaners at the end of the day. If a child has wet/soiled clothes, they are changed into clean clothing and their soiled clothes are placed in a bag and stored in a soiled clothes bin. • Families are notified if their child has wet/soiled themselves with a note on the sign on to see a staff member.

Toilet Training / Timing

- It is important educators develop a positive, open relationship with the child's family to support the child with a consistent toilet training routine at home and preschool.
- It is suggested that a toilet training goal be identified collaboratively, and this be an initial focus of the child's learning at preschool.
- Children who have regular toileting needs will need to bring a number of changes of clothes to preschool each day. These are in a location that the child can access easily themselves.
- Soiled clothes should be placed in a sealed plastic bag and stored in a designated bin until collected by a family member for washing at home.
- The soiled clothing bins are located in the laundry room and inaccessible to children.
- Parents are to supply several sets of clean clothing for children who are toilet training.
- In partnership with families develop a toileting plan. This will include consistent toilet times where the child is encouraged to use the bathroom facilities for toileting. This is regularly shared with families and adapted as needed.
- Children should be encouraged to use correct toileting methods. Educators supervise the hygiene methods used by the child during the toilet training period.
- After toileting, encourage hand washing.
- Always wash your own hands after helping children use the toilet.
- A toileting support slip is to be completed and placed in the child's personal file.

Record of procedure's review
Date of review and who was involved
5th May, 2022 Vi Angelova, Sarah Beesley, Kellie Urszulak
26/7/2023 Alice Wigny, Elisa Higgs, Amanda Falcon, Natalie Shephard & Jodi Niedermayer
Key changes made and reason/s why
Added additional supervision details as a result of changes to the preschool cohort. Changed format to align with Department guidelines Annual update
Confirmed links are working and added clarification on the soiled bin to practice.
Record of communication of significant changes to relevant stakeholders
06/04/2022 - Emailed to Responsible person in charge for review 27/04/2022 - Posted on Kinderloop for parents/carers to review
Sent to Principal for review 4/07/23 Posted on Kinderloop for parent and community input 7/07/23

Copy and paste a new table to record each occasion the procedure is reviewed.