

Toileting and Hygiene Policy

Policy Statement

This policy outlines the procedures that apply to managing toileting procedures at South Newman Primary School.

Children attending the early childhood phase of schooling are not necessarily toilet trained, and may not be refused enrolment on this basis. Some children may require a documented plan to support their development of toileting skills while others will, as they develop, require continuous support during their schooling.

Learning to toilet independently is part of a child's personal and social learning and development. The level of support will depend on the individual child's needs and can range from full assistance including the changing of pull ups or of clothing following accidents, through to verbal reminders of the necessary steps in the process of toileting.

Documented toileting plans will be developed by the school in collaboration with parents to provide guidelines for staff in caring for children with toileting concerns or disabilities, i.e. appropriate and reasonable physical contact necessary to carry out tasks such as toileting and dressing.

All plans and action in regards to toileting will maintain the dignity of the child at all times.

South Newman Primary School is committed to:

- supporting the children's developing independence in the area of toileting
- developing **Toileting Management Plans** that will maximise the student's capacity to participate and manage their own toileting and hygiene needs. Plans will include input and feedback from the parents and where appropriate the child, specialist teachers or therapists. **Plans and actions should maintain the dignity of the child at all times.**
- Adhering to the Department's policies - Please refer to the Legislation and Government Requirements and related policies section of the policy

Toileting Procedures

Any student who is not fully independent for toileting will have a **Toileting Management Plan** which is developed by collaboration between teacher and parent.

Parent/Caregiver Responsibilities

Parents will:

- notify Principal/Teacher of any issues relating to toileting, such as whether the child is prone to accidents, any upheavals at home or psychological issues, which may affect the child's ability to toilet themselves independently
- provide their child with 2 spare changes of clothes and any other toileting consumables e.g plastic bags, when at school, if there are incontinence issues
- continue toilet training at home
- promote toileting routines and hygiene in the home environment

Staff Responsibilities

All Education assistants are informed of their role description when inducted at SNPS: 'Assist(s) students undressing, bathing, dressing, toileting and, where necessary, clean(s) soiled clothing and areas'.

Staff should:

- remind/take all students to the toilet at regular intervals
- take into account any known issues relating to toileting, such as whether a student is prone to accidents, any upheavals at home or psychological issues, which may affect the child's ability to toilet themselves independently
- show students visual prompts on the wall, if applicable
- use verbal prompts for toileting; use the minimum amount of physical prompting necessary
- give enough time for students to complete the activity with minimal prompting

If a toileting incident does occur, staff will:

- Staff member will contact parent
- If appropriate seek additional staff assistance
- If appropriate, verbally assist students in changing wet/dirty clothes
- Assist student verbally/manually to dispose of soiled material in a plastic bag
- If appropriate, verbally guide them in using wet wipes to clean themselves if applicable
- wear gloves at all times when attending to a toileting incident
- use wipes to clean the child, if necessary
- assist child to wash hands

Legislation and Government Requirements

National Quality Standard, Quality Area 2: Children's health and safety

Standard 2.2: Safety

2.2.1 Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

National Quality Standard, Quality Area 5: Relationships with Children

5.1.1 Positive educator to child interactions: Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.

5.1.2 Dignity and right of the child: The dignity and rights of every child are maintained.

Duty of Care for Students Policy

Student Health Care Policy

SNPS Student Health Care and First Aid Policy

Early Childhood (K-2) Operational Handbook

Sources and Related Policies

Sources

- Department of Health WA: https://healthywa.wa.gov.au/Articles/S_T/Toilet-training
- Kids Sense: <https://childdevelopment.com.au/areas-of-concern/self-care/toileting/>
- Ngala: <https://www.ngala.com.au/article/successful-toileting/>

Related Policies

- Duty of Care for Students – [Duty of Care for Public School Students Policy - Policies - Department of Education](#)
- School Education Act 1999: https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_878_homepage.html

- School Education Regulations 2000
https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_2033_homepage.html
- DoE - Student health Care
[Student health care - Department of Education](#)
[Student health and wellbeing - Department of Education](#)
- SNPS Student Health Care and First Aid Policy

Policy Version History	
2020	Version 1.1 – amended.
2022	Version 1.2 – updated Sources and Policies web links.