

Ko Taku Reo Preschool:

Toileting Procedure

The following measures will be used to ensure that children's health is promoted, and their emotional well-being is nurtured. The children will be kept safe from harm and their right to dignity respected.

During pre-school hours, staff will ensure that:

- The door to the bathroom and corridor always remains closed.
- One staff member will be responsible for ensuring that children have assistance at toileting times if required and ensure that nappies are checked and changed when appropriate.
- The toilet area is always kept clean and hygienic. This is achieved by a spray and wipe down of the toilets and basins after morning tea and lunch as required.
- Only permanent staff will be involved in toileting, nappy changing and use of the shub (shower tub).
- Notify at least one other staff member that they are involved in toileting of a child/ren.
- Children are always supervised while on the changing table.
- A new pair of protective gloves will be worn for each child to ensure hygiene standards are met.
- Used disposable nappies and gloves will be placed into the lidded nappy bin.
- After every nappy change, the changing table is to be sprayed with disinfectant and wiped down for the next use.
- Toileting records are to be kept indefinitely on Playground.
- To ensure hygiene, children involved in water play will have wet nappies changed in the bathroom only.
- During nappy changes and toileting times, staff are to be alert to possible signs of neglect and or abuse. Refer to Child Protection Policy for guidance.
- Toileting will be used as an opportunity to spend one on one time with the children and to expose them to essential bathroom and hygiene vocabulary using English, NZSL and/or visuals.

A copy of this procedure will always be displayed on the bathroom wall.

Reviewed	May 2024
Review partners	Lead Teacher, Staff, Parents
Next review date	May 2027
Signed:	
Preschool Lead	Susan Swolfs