

Toileting and Nappy Changing

1. Overview

1.1. Purpose

Protecting the safety and wellbeing of children includes providing additional support where needed. Education and care services must ensure the safety and dignity of all children while accessing toileting facilities. Our staff will follow the procedures and policies in place to support them.

1.2. Scope

Junior Adventures Group (JAG) People are required to comply with the provisions set out in this policy, their contract of employment and all other relevant policies, procedures and legislation.

1.3. Legislative Requirements

Under the *Education and Care Services National Regulations*, JAG is required to have policies and procedures in place to ensure the health, safety and wellbeing of the children in care.

2. Policy Statement

JAG is committed to ensuring appropriate measures are in place for maintaining children's personal health, hygiene, dignity and safety during toileting and nappy changing. Our practices protect children from harm and injury.

3. Principles

3.1. Duty of Care

Team Members have a duty of care to ensure the safety and wellbeing of children attending the Service. Appropriate measures must be in place and complied with by JAG people to ensure children can toilet and maintain hygiene in a safe environment.

Risk assessments are completed in consultation with the school to ensure the availability of accessible toileting and nappy-changing facilities (as required).

3.2. Independence

Children are encouraged and supported to develop independent skills in toileting, handwashing and dressing.

3.3. Safety and Hygiene Checks

Team Members will complete daily safety checklists of the toilet facilities for potential risks and hazards. This will include ensuring all necessary equipment is available for hygienic toileting and hand hygiene.

3.4. Supervision

Children must ask a team member before using the toilet, and children must go to the toilet in line with the Service's risk assessment and procedures. Toilets will be checked for cleanliness and safety before children enter, as required.

Before excursions or routine outings, a risk assessment (including an assessment of toilet facilities) is conducted upon arrival at the venue. The facilities are to be checked for safety by a team member.

Children are to be accompanied by a team member to the toilets during excursions or routine outings. Prior to the children entering the toilets, the team member should check the facility to ensure children are safeguarded. Where possible, no team member is to be left alone while accompanying children to the bathroom. They should be accompanied by a fellow team member or student.

Team Members must ensure that supervision and safety of all children is maintained at all times. All team members will work together to ensure that they are actively supervising children and maintaining clear communications to ensure health and safety of all children, especially during transitions.

3.5. Toileting Accidents

In the case of a toileting accident, team members will implement the *Toileting and Nappy Changing Procedure* to manage the incident in a respectful and hygienic manner and ensure that parents or guardians are appropriately informed.

Records are kept to observe any patterns that may be emerging and enable the Service to work collaboratively with parents to apply strategies to support the child.

3.6. Nappy Changing

Where it is deemed through the risk assessment process that nappy changing cannot be accommodated due to safety reasons, the inability to protect the dignity of the child or inappropriate resources, this will be communicated to the parent or guardian. Management reserves the right not to accept the child into attendance if the appropriate resources are not in place.

Where possible, no team member is to be left alone while assisting a child that requires nappy changing. They should be accompanied by a fellow student or JAG People.

Parents or guardians will provide an additional set of clothing and nappy-changing equipment if their child requires nappy changing. This includes wipes and bags to dispose of used nappies.

Service-specific nappy-changing procedures will be developed to support children and team members' safety, dignity, protection, relationships and learning.

JAG People and children will have access to handwashing facilities. Soiled clothing and/or nappies will be disposed of appropriately to minimise the risk of cross-contamination.

3.7. Family Responsibility

Parents or guardians are responsible for informing the Service Leader of the guidance and support required for their child's specific toileting and nappy-changing needs. Parents or guardians and the Service will communicate any changes and will work to ensure that the child is supported appropriately.

3.8. Record Keeping and Regulatory Compliance

Onsite safety audits, incidents and complaints will be documented, allowing the Service to track issues and enable changes in practice to be considered and implemented to maximise safety.

3.9. Child Safety

We safeguard children through our procedures and practices, with particular attention to their health and wellbeing. Policies and practices reflect the relevant legislation, including the National Principles for Child Safe Organisations. JAG provides policies and procedures to equip JAG people with the knowledge, skills, and awareness to keep children safe. Service Practice are continuously reviewed and improved to ensure current legislation is in effect throughout the business.

4. Key Terms

Term	Definition
JAG People	Any adult that governs, manages, conducts work for or provides activities to JAG in a paid or unpaid activity spanning all levels of the organisational structure
Service Leader	Anyone who oversees the Service in one of the following roles: 1. The Approved Provider; if the approved provider is an individual, in other cases, a person with management or control of the Service 2. The Nominated Supervisor of the Service 3. A Responsible Person who has been placed in day-to-day charge of the Service in the absence of the Nominated Supervisor.
Team Members	JAG People who work directly with children

5. References

Education and Care Services National Law and Regulations
Guide to National Laws and Regulations
Children Education and Care Services National Law Act 2010
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards for Early Childhood Education and Care and School Care
Australian Children’s Education and Care Quality Authority
Other Relevant Legislation
Regulation 77 – Health, hygiene and safe food practices
Regulation 88 – Infectious diseases
Regulation 100 - Risk assessment must be conducted before excursion
Regulation 109 – Toilet and hygiene facilities
Regulation 112 – Nappy change facilities
Regulation 168 – Education and care Service must have policies and procedures
Regulation 170 – Policies and procedures to be followed
Regulation 171 – Policies and procedures to be kept available
Regulation 172 – Notification of change to policies or procedures
Regulation 176 – Time to notify certain information to Regulatory Authority
5th Edition Staying Healthy Preventing Infectious Diseases in Early Childhood Education and Care Services
Related Policies
Safeguarding Children and Young People
Risk Management

Incident reporting
Related Procedures
02P013 Toileting and Nappy Changing Procedures
Other
Quality Area 2 & 6: Standards 2.2, 6.2
OCG Guide to Child Safe Standards - https://ocg.nsw.gov.au/child-safe-scheme
CCYP Child safe Standards - https://ccyp.vic.gov.au/child-safe-standards/
National Principles for Child Safe Organisations - https://childsafefhumanrights.gov.au/national-principles

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