



Toileting Policy

Rationale/Purpose

To ensure that all staff at Agapé Christian Preschool use the same procedure and that the children's well-being is being met on an individual basis.

Statement/Objective

For each child to be successful in their individual transition stages of toileting. It is very important to discuss the child's home toileting or potty procedures with parents/whanau so that we can work together successfully.

Broad Guidelines:

- After communication and consultation with the child's parent/caregiver we will support the child with using a potty or using the toilet facility.
- Positive language and gestures will be used at all times to encourage the child and build their confidence. A 'reward/acknowledgement' system could be introduced with further consultation with parents/whanau, i.e. sticker chart each time they use the facility or to acknowledge their presence.
- We feel it is important to be sympathetic about frequent accidents.
- The child's dignity will be maintained at all times.
- It is the child's choice to potty or not. Staff will encourage but not physically force a child to sit on the toilet/potty if he/she does not want to.
- The only time staff will put nappies on a child who is toilet training is just before sleeping or if too many discouraging failures are occurring. If the child is distraught about the process we will continue at a later date. This will be discussed with parents first. Also we will put nappies on a child who is toilet training if he/she has continual diarrhoea and parent/caregiver cannot be contacted. This will be at the discretion of the person responsible.
- We will encourage independence by supporting the child when removing clothing, sitting on the toilet, when finished, dressing again, flushing toilet and washing and drying hands.. Staff will support the child until he/she feels comfortable with doing these toileting procedures on his/her own.
- For any toileting accidents staff will follow the following procedure:
 - Lay newspaper directly over the spill; wearing gloves remove any faeces and dispose of appropriately; attend to the child; when the child has been fully attended to, fill a bucket with hot water and bleach (according to the directions on the bottle) and mop the area concerned. Ensure the mop and bucket have been fully cleaned.

Lines of Responsibility:

Principal and staff.

Links to Other Documentation:

Regulation 19.1

DOP's 1A, 1B, 1C, 4C, 5B, 6A

Te Whaariki – Well Being – S.1. G.1; S.2 – G.1., G.3; S.3. G.1.

Date: March 2010

Review Date: March 2011

Signed:

Responsibility for Review: Principal Teacher