



# TOILETING POLICY

## POLICY STATEMENT

In addition to meeting children's physical needs, Karratha Community House Inc. (KCH) recognises that toilet training is an important time to:

- Support children's agency to develop an understanding and control of their own bodily functions;
- Give children your full attention and build respectful, trusting and caring relationships;
- Interact with children using verbal and nonverbal communication;
- Build children's understanding of what is happening now and promote their ability to predict what will happen next in the routine; and
- Help children to develop and extend their self-help skills.

We aim to support these activities, whilst being reflective of health, hygiene and safety guidelines from recognised authorities, and preserving workplace health and safety for KCH employees and volunteers.

This includes consideration of how the environment is designed and set up to be inclusive and promote competence, while maintaining a safe and hygienic environment.

## PURPOSE

This policy outlines the processes that apply to managing toileting at KCH, to ensure that toileting routines are conducted in ways that maintain hygiene standards, with interactions that are warm and responsive and support children's development.

## POLICY: FAMILY PROGRAMS

For all programs that parents attend with their children, the parent shall be fully responsible for managing their child(ren)'s toileting. This includes cleaning up any biohazardous spills.

## POLICY: DROP-AND-GO PROGRAMS

### Parents' responsibilities

Children are expected to be completely and confidently toilet trained before attending a drop-and-go program\*.

Families are encouraged to provide children with clothes that assist them to toilet independently, for example, elastic waisted pants that are easy to pull up and down.

*\* Exceptions shall be made where a child with special needs is provided with suitable support, such as a carer.*

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### Facilitators' responsibilities

Facilitators will support children's developing independence in toileting. This includes:

- Reminding/taking children to the toilet at regular intervals;
- Taking into account any known toileting issues, such as whether a child is prone to accidents;
- Using visual and verbal prompts for toileting;
- Using available assistive equipment, when appropriate;
- Using the minimum amount of physical prompting necessary; and
- Giving enough time for children to complete the activity with minimal prompting.

Consideration shall be given to privacy (for older children), health and hygiene and convenient access.

While Facilitators shall be aware of children's safety, it does not necessarily mean accompanying every child to the toilet. Facilitators need to make decisions based on their knowledge of individual children and their abilities, while balancing children's privacy.

If a toileting incident does occur, the Facilitator will:

- If appropriate, seek additional staff assistance;
- If appropriate, verbally or manually assist the child in changing wet/dirty clothes;
- Assist the child 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;
- Use wipes to clean the child, if necessary;
- Wear gloves at all times when attending to a toileting incident;
- Assist the child to wash their hands;
- Ensure that any surfaces contaminated with faeces or urine are cleaned with warm water and detergent, left to dry, and then treated with disinfectant; and
- Advise the parent at the end of the session.

### Operations Managers' responsibilities

The Operations Manager shall ensure that:

- Cleaning products are stored safely;
- Suitable access to toileting resources and assistive devices is maintained; and
- Staff are provided with information and support in managing toileting.

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### Repeated accidents

If a child has more than two toileting accidents in a session, the parent or guardian will be called to collect the child.

If a child has recurring toileting accidents, the Facilitator (or other senior staff member) will contact the family to discuss a management plan. This may include pausing or cancelling the child’s booking in that program (see: *Booking, Waitlist, Cancellation and No-show Procedure*) until such time as the child is more confidently toilet trained.

### For more information

Refer to resources available in Continence Victoria’s [One Step at a Time](#) program, and from [Therapy Focus’s specialist continence team](#) (previously known as PEBBLES).

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1.0	C. Baker, E. Gore, C. Lewis, R. Heffernan, A. Herbert	Document created.	08/11/2021	KCH Board	08/11/2024
1.1	E. Gore, R. Heffernan	Aligned repeated accidents to RSS policy (i.e. more than two).	17/02/2022	Chairperson	17/02/2025

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