

# **TOILET TRAINING POLICY**

**Date of approval:** 20<sup>th</sup> May 2004.

**To be reviewed as required**

## **1. Definitions**

“soiled” – refers to both wetting and soiling

## **2. Policy Statement**

### **Values**

St Paul’s is committed to equity of access and will not exclude children because they are not fully toilet trained. **However, it is strongly recommended that children are fully toilet trained before they commence 3 year old kindergarten.**

St Paul’s staff will manage all incidents of soiling discretely and respectfully. At all times, the child’s feelings will be considered and all procedures will be conducted in an appropriate and private manner that is consistent with the policies of the kindergarten. (see Children’s Services Regulation 1998 No 59/1998).

### **Purpose**

The aim of this policy is to clarify the kindergarten’s stance on toilet training, advise parents of any actions required on their part and outline the procedures that will be followed for any instance of soiling during a kinder session. Where required these procedures will also apply to children in 4 year old kindergarten.

## **3. Procedures**

1. In the case of children with special needs or specific difficulty in toilet training, parents are to advise the kindergarten staff upon commencement at the kindergarten.
2. Discussions between parents and staff will be held to develop an agreed plan of action for managing instances of soiling during kinder sessions. The plan of action will be regularly reviewed.
3. The plan of action will require either that;
  - a. The child wears Pull-ups during sessions. These are easier and less conspicuous than nappies and encourage the child to deal with the situation independently. **or**
  - b. That a parent/carer is available during session times to change a soiled child if required.
  - c. That the child has a set of spare clothes in their bag at all times.
4. If staff are required to change a child who has soiled, all staff members will be notified and the safety and dignity of the child will be of the utmost importance. Disposable gloves will be used by the staff member and soiled clothes placed in a plastic bag to be taken home. A spare set of clean clothes will be kept on the premises at all times.

## **4. Related Policies**

Enrolment Policy

## **4. Responsibility**

Director  
3YO teacher