

Policy Title: Changing, Toileting and Bathing Children Policy

Classification: Health and Safety

Monitored by: H&S Advisor

Approved by: GM Professional Services

Effective Date: June 2021

Review Date: June 2023

Objective: To ensure that children are provided with changing, toileting and bathing facilities that are safe, hygienic and respectful.
To ensure that all HCK employees place themselves above and beyond any suspicion of mistreatment while caring for children.

Commitment: HCK understands that toileting is a developmental process and teachers are committed to assisting children and their whānau with this.
Children will not be excluded from kindergarten because of their toileting stage.

Related Documents

- Licensing Criteria for Early Childhood Education and Care Services 2008
- Changing, Toileting and Bathing Children Chart (attached)
- Nappy/Pull Up Changing Chart (attached)

Policy Details:

1. HCK will provide suitable changing and bathing facilities, including a nappy disposal facility.
2. Teachers will discuss the toileting stage of children with the parent or caregiver and work in partnership with them to manage this developmental stage.
3. Only Teachers, Association-approved relievers, Teacher Support staff or the child's Education Support Worker are permitted to change or bathe children to ensure they are clean and dry, unless specific written directions have been received from the parent/whānau/caregiver. These directions will be kept on file.
4. A procedure for the changing (and disposal, if appropriate) of nappies will be displayed near the nappy changing area.
5. A record of all teacher-assisted changes will be kept. It will be available for parents to review, when required.

Review:

This policy will be reviewed biennially, in consultation with teaching staff.



Nappy/Pull Up Changing Chart (Change record and toilet reminders) Term/Year: _____

To be used for children who require regular, daily changes and/or reminders. The teacher will record the time of each change.

Week	Child's Name	Monday	Tuesday	Wednesday	Thursday	Friday