



TOILETING POLICY

RATIONALE

This toileting policy has been written to address the specific needs and toileting issues at Kambalda Primary School.

There are Two Parts to the Toileting Policy, Part 1 is about the protection from abuse of students who need additional help with toileting and Part 2 is the handling and hygiene requirements while students are using the toilet.

All students who are not fully independent in using the toilet will have a management plan that has been agreed to and signed by both teacher and parents (see Appendix 1).

If a fully independent student has an occasional accident, staff will, of course, be available to help them with their change of clothes and cleaning up, even with no management plan. If accidents become more frequent, a management plan will be put in place with consultation between staff and parents.

GUIDELINES

Part 1- Protection of Students

Very young students and students with special needs are especially vulnerable to abuse since they often have little understanding of social actions and behaviours and, more importantly, very often have no voice, since they have limited speech or may be non-verbal. Toileting that involves help from others is sometimes necessary when students start school and is often continued for students with special needs into later childhood and sometimes into adult life. Parents are understandably concerned that all should be done to ensure that their child is under no threat from physical or sexual abuse during these procedures.

The following processes are in place to ensure the safety of students during the toileting procedure:

- The Department of Education has very strict guidelines to govern who can be employed in schools. All staff who come onto school grounds must have an up to date Working With Children check (WWCC) as well as current National Criminal Screening Check. None of our staff, including all relief staff, are allowed to work in the school if their documentation is out of date, even by one day.
- All our teachers are registered with the Teacher Registration Board of WA (TRBWA) and all our education assistants are professionally qualified and have a Cert III or equivalent. We do not employ education assistants who are not qualified.
- All staff have completed the online Child Protection and Abuse Prevention training course and are familiar with the procedures involved in reporting suspected abuse.

The Department has a Code of Conduct that must be adhered to as follows:

➤ **What conduct standards are we bound by?**

1. All staff must behave with integrity and carry out their professional responsibilities in accordance with the **Public Sector Code of Ethics**, public sector standards as in the **Public Sector Management Act 1994** and all Department policies.

The assessment of alleged sexual, physical, emotional or psychological abuse of a student perpetrated by an employee is the responsibility of the Standards and Integrity Directorate and may result in disciplinary action. Refer to the Department's Discipline Policy for further information.

Examples of sexual behaviour that constitute misconduct include but are not limited to:

- *watching children undress, e.g. in changing rooms where supervision is not required or justified; undressing in front of a student; sharing a room*
- *making references to a teacher's or student's sex life, sexual compliments, sexualised comments about a student's physical appearance, inappropriate use of sexualised language, sexually suggestive comments*
- *electronic communication (via internet, e-mail, screensavers or text messages etc.) of obscene pictures, posters or cartoons, messages or jokes.*

2. The Code of Law

It is a criminal offence for a Department employee to have a sexual relationship with a child less than 18 years of age. Under no circumstances can a child consent to a sexual relationship with an employee, by virtue of the fact that the employee is in a position of authority. It is also considered a breach of discipline to have a sexual relationship with a student over 18 years of age.

*Examples of sexual behaviour that **constitute criminal behaviour** include but are not limited to:*

- *propositions, invitations or requests for sex*
- *comments that express a desire to act in a sexual manner*
- *accessing and communicating pornographic or sexually explicit material*
- *using electronic means to procure or expose a child to indecent material.*

➤ **Appropriate staff-student behaviour**

In order to create a safe and secure environment for students, staff are required to behave in a manner that conforms to the Staff Conduct policy.

Some considerations and guidelines include the following:

- Consider the child's age, developmental level, maturity and level of care required e.g. touching a child to gain their attention, guiding or comforting a distressed child.*
- Work in an open environment, e.g. in confidential interviews or a one-to-one meeting, the door should be open with visual access. Exceptions apply for professions with strict confidentiality requirements.*
- Be alert to cues from students about how comfortable they are in your proximity and respect their need for personal space.*
- Be sensitive when interacting with students who may misinterpret your actions such as those students who may have been traumatised by abuse or adolescents seeking attention from a member of the opposite sex.*
- Be aware of cultural norms that may influence the interpretation of your behaviour towards students.*
- Be cautious about physical contact in games or practical instruction. If you need to make physical contact for demonstrations, explain the activity and what you will do, and maintain a safe and appropriate distance.*
- Physical contact should be made in a way that makes students feel comfortable, e.g. shaking hands, a congratulatory pat on the back, or with young children by gently guiding them or holding their hand for reassurance. Physical contact such as stroking hair or limbs, or allowing a student to sit on your lap should be developmentally appropriate and in full public view. It may be appropriate for a very young child who is distressed but can never be justified for an older student in any circumstance. Massaging a student or allowing a student to massage you is inappropriate physical contact.*
- Social interaction through electronic media such as MSN, Facebook, MySpace, YouTube, Instagram, text messages, Snapchat, Kik, bebo etc. is not appropriate and may lead to misinterpretation of the student-teacher relationship.*
- The use of images of students as screen savers or backgrounds on personal electronic devices is not appropriate. The collection and storage of photographs of students must be for educational purposes.*
- Be aware that the giving and receiving of gifts, giving extra attention, accepting a different standard of behaviour from a student or having 'special time' with a student must be appropriate and justified as a strategy to meet teaching and learning outcomes.*
- Be aware that talking about sex or making comments of a sexualised nature, when outside the sexual health curriculum, is unprofessional. This behaviour may be perceived as sexual harassment, misinterpreted and/or cause distress to a child.*
- Obtain parental permission when meeting with students off the school grounds for outside of school activities.*
- The provision of your personal contact details should be justified in terms of educational purposes.*

➤ **What steps must a principal take when an allegation of staff misconduct occurs?**

The principal must:

- report to the Director Schools who informs the Director General of all actions taken
- report to the Department for Child Protection and Family Support (CPFS) local office and Child Abuse Squad if physical assault occurred
- use the CPFS Mandatory Reporting Service if staff behaviour includes sexual abuse
- contact the parent/carer **only on the advice of CPFS or WA Police**
- report to Standards and Integrity Directorate (SID) to seek instructions in relation to managing the allegation
- lodge an Online Incident Report, print and store securely.

The principal must **NOT**:

- interview the child
- investigate the allegation
- inform the alleged offender that an allegation has been made.

➤ **Physical contact for the care and protection of students**

- Documented plans must be developed by the school in collaboration with parents to provide guidelines for staff in caring for young children and children with disabilities, i.e. appropriate and reasonable physical contact necessary to carry out tasks such as toileting and dressing.
- When there is a known history of the need for physical restraint, documented plans (that are developed in collaboration with parents) must also include a range of strategies that may be employed when restraining a student in order to prevent them from harming themselves or others.
- KPS staff will use the recognised mandatory procedure of notifying the principal if they have any suspicion of staff misconduct or child abuse from any person. The principal is required to follow through with very specific actions to make sure the matter is dealt with.
- Toilet Management Plan will be agreed to and signed by both parent and teacher for every student who is not fully independent.
- Toilet management on excursions and offsite – students on excursions will be guided to or taken into individual disabled/universal access toilets and never sent into multiuse toilets alone in which they may encounter members of the public.

IMPLEMENTATION

Part 2- Toileting Procedures

Toilet Training/Timing Program

Any student who is not fully independent for toileting will have a Toileting Management Plan (see Appendix 1) that is developed in collaboration with the parent/carer.

➤ Parent/Caregiver Responsibilities

Parents should:

- notify principal/teacher of any issues relating to toileting, such as whether the child is prone to accidents, any upheavals at home or psychological issues, that may affect the child's ability to toilet themselves independently
- provide their child with 2 spare changes of clothes and plastic bags when at school, if there are incontinence issues
- continue toilet training at home
- promote toileting routines and hygiene in the home environment.

➤ Staff Responsibilities

Staff should:

- remind/take all students to the toilet at regular intervals
- take into account any known issues relating to toileting, such as whether a student is prone to accidents, any upheavals at home or psychological issues, that may affect the child's ability to toilet themselves independently
- show students visual prompts on the wall, if applicable
- give enough time for students to complete the activity with minimal prompting.

Toileting can create a number of issues such as:

- invasion of student's privacy
- making students feel uncomfortable about an adult cleaning them
 - Be discreet and calm
- Cross-contamination of germs, that are present in faecal matter
 - Use disposable gloves every time
 - Wash hands thoroughly
 - Clean bathroom surfaces after use
 - Dispose of soiled material in nappy bin
- Manual handling concerns
 - Use additional adult help if necessary.

If a toileting incident does occur, staff will:

- assist students in changing wet/dirty clothes
- guide them in using wet wipes to clean themselves if applicable
- wear gloves at all times when attending to a toileting incident
- use wipes to clean the child, if necessary
- assist child to wash hands.

Nappy Changing

KPS wishes to ensure the physical and emotional wellbeing of the child, minimise cross infection through safe and hygienic practices and to use this time for quality 1:1 interaction between staff and child.

➤ Nappy Change Procedure

1. Nappy change should be carried out in the universal access toilet (UAT)
2. Ensure that the UAT is prepared with all equipment needed (gloves, paper towels, creams, nappies, plastic bags, bin, nappy wipes – get some out first to avoid cross contamination).
3. Wash hands as outlined in hand washing procedure.
4. Use the step provided for child to climb up; students should not be lifted.
5. Place disposable paper towel on the part of the change mat where the child's bottom will touch.
6. Gloves are supplied for use by all staff in all situations.
7. Undo the child's nappy and check the state of the nappy and remove.
8. Gloves are always to be worn for a soiled nappy and if you have any cuts, or cracks in your hands or if you are pregnant.
9. Dispose of nappy into bin.
10. Use the nappy wipe to clean the child (if needed) ensuring that you do not reach into the wipes with a contaminated hand.
11. Place wipe, paper towel and gloves into child proof bin.
12. Dispose of gloves into bin by peeling them back from the wrists.
13. Get a new nappy and place this onto the child.
14. Re-dress the child.
15. Assist the child off the change mat (down the step if appropriate).
16. Assist the child to wash their hands, and wash your hands to role model (see hand washing policy).
17. Clean change mat with antibacterial spray and wipe with disposable paper towel.
18. Wash your own hands (see hand washing policy).
19. Fill in children's toileting or nappy change information (Appendix 2).
20. Lift up change mat and clean sand and dirt from underneath.
21. Re-stock shelves.
22. Leave the bathroom clean and tidy ready for the next use.

NB Place soiled items into a plastic bag to be taken home. To minimise cross contamination, soiled clothing is not to be rinsed out at the school.

➤ Applying creams

- Only children's individual creams brought in from their home, labelled with their name and listed on the child's medical plan or toileting plan can be applied. Gloves must be worn when applying creams and a new disposable paddle pop stick or cotton tip used to extract the cream from the container.
- NO DOUBLE DIPPING. Do not place the cream onto the child with the paddle pop stick or the cotton bud, but first transfer cream onto your finger. If cream is used, the time and date must be recorded and signed on the plan. Dispose of glove before touching anything else.

Hand Washing

KPS aims to promote a healthy environment enabling children to grow and learn about the world around them. The application of preventative measures such as hand washing will be an effective way of preventing the spread of infection.

➤ **Who is affected by this policy?**

- Students
- Families
- Staff
- Visitors

KPS will ensure safe, well maintained age appropriate basins are available for washing hands. The school will provide single use paper towels for the drying of hands in the Early Childhood toilets and the UAT. Antibacterial liquid soap will be available for children, visitors and educators/staff at the School. Sanitiser will be provided for educators/ families when hand washing is not available. Hand washing is considered to be the most effective way of controlling infection in the school.

➤ **Educators/staff and children should wash their hands:**

- on arrival at school
- before and after eating or handling food
- before preparing or cooking food
- after changing a nappy, or checking a nappy to see if it soiled
- after going to the toilet
- after cleaning up or contact with urine, faeces, vomit, blood or other bodily fluids
- after wiping nose or contact with nasal or salivary secretions
- before and after giving a child medication
- after playing outside or in a sandpit
- after patting or touching animals or pets (including fish, birds, reptiles)
- before leaving the school

➤ **All children, educators/staff will wash their hands as follows:**

- wash hands using antibacterial liquid soap and running water
- rub hands vigorously
- wash hands all over, making sure to include backs of hands, wrists, between fingers, and under finger nails
- rinse hands well
- turn tap off using a paper towel
- dry hands with single use paper towel

Posters showing how to wash hands will be displayed at all hand washing areas. Educators/staff are to read and follow the instructions at all times.

EVALUATION AND RATIFICATION

This policy will be reviewed annually to ensure it stays current and relevant.

Review will be conducted by the Principal, Deputy Principal and Staff; it will then be presented to School Council for ratification.

Ratification

Council Chair Name

Signature

Date

This policy was last ratified by the Kambalda Primary School Council in

March 2022

TOILETING PLAN

*For **all** students unable to toilet themselves independently.
If a student is in nappies or pull-ups, these are to be supplied by parent/carer.*

Student	D.O.B.	Teacher	Classroom	EA

Please choose yes or no for the following and fill in as appropriate	YES	NO
Student has no awareness of using the toilet and needs full help from staff for nappy changing		
Student has some awareness of toileting, is in nappies full time and needs full help from staff for nappy changing		
Student needs nappies or pull-ups some of the time and full help with toileting and nappy changing		
Student is in underwear but needs to be taken to the toilet by a staff member and prompted throughout the process		
Student is aware of using the toilet but needs some prompting from a staff member for particular steps		
Student needs to be reminded by the teacher when to use the toilet (toilet timing program)		

What is needed?

e.g. Student can go alone to the toilet but can request help when needed (EA to remain outside the door)

Future aims

*e.g. Parents to report on success at home.
Full independence*

I have read the KPS Toileting Policy provided to me by the school and agree with plan for my child as outlined above.

	Parent/Carer	Teacher	Principal
Name:	_____	_____	_____
Signature:	_____	_____	_____
Date:	_____	_____	_____

