



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: February 2021

Review Date: February 2023

Changing, Toileting and Bathing

Responsible to:	Chief Executive Officer
Applies to:	All Teachers
Purpose:	To ensure provision of safe and respectful changing, toileting and bathing practices in kindergarten, as well as maintaining the health and safety of staff.
References:	•Licensing Criteria for Early Childhood Education and Care Centres 2008 PF26, HS3 & HS30

Policy

1. Kindergartens will provide safe and respectful changing, toileting and bathing practices maintaining a child's dignity and safety at all times.
2. WMK will provide suitable facilities and healthy and safe practices for washing sick or soiled children and keeping the adults healthy and safe. A procedure outlining how hygiene and infection control outcomes will be met when washing sick and soiled children will be developed.
3. WMK supplies to each kindergarten a purpose-built change table and a wash down facility. Teachers will act promptly to manage any saturation or soiling of children's clothing during session times.
4. Teachers will work in partnership with parents in the management of toileting of children.
5. Children will only be changed, toileted or bathed in a kindergarten by:
 - Their own parents or nominated caregivers
 - People employed by WMK to work in the kindergarten (usually this will only be teachers but could from time to time be other WMK employees if previously agreed to by Head Teacher and known to the child)
 - A person employed e.g. Education Support Worker, to specifically support and work with the child.

Procedures:

1. Every kindergarten will develop procedures that documents:

- How they provide for changing, toileting and bathing children
- How they will observe appropriate hygiene practices at these times
How they will deal with soiled clothing
- How they will provide privacy to the child being changed.
 - How they will ensure the Health and Safety of Staff at these times

2. Teachers must record all changes, toileting and bathing on the WMK Toileting & Changing Chart.

Toileting and Changing Chart

Date	Child's Name	Person Responsible	Reason	Time