

STUDENT TOILETING POLICY

This policy is informed by:

- CMS Student Welfare Policy (2015)
- CMS Duty of Care Policy (reviewed 2016)
- CMS Health Policy (reviewed 2016)
- CMS Student Toileting Policy (2016)
- <http://aidtolife.org/independence/independence.htm>

Statement:

At Canberra Montessori School toileting is a fundamental human need that for most students is easily managed and occurs seamlessly with education. However, toileting for some students is more difficult and requires special assistance.

Rationale:

To provide an environment that ensures the safe, timely and discreet toileting of students, whilst simultaneously ensuring that disruptions to learning are minimised.

Specific Practices & Procedures:

- It is our expectation that all students without disabilities can appropriately toilet themselves before commencing school.
- Staff members will not be expected to train or toilet students, but will assist students as they learn to manage cleaning and changing themselves.
- Aides involved in the toileting of disabled students will be provided with appropriate hygiene equipment, will be trained in safe hygiene practices, and will be trained in safe manual handling practices.
- Parents of disabled students who need toileting will ensure that an agreed toileting plan for their child is developed with the school.
- Unisex disabled toilet facilities are available at the school outside the Jacaranda building.
- Teachers will not prohibit a child from attending the toilet if the student requests to do so, but if in the teacher's judgement they believe the student is taking advantage of this privilege, they will discuss the issue with the student (and/or parents) as appropriate.
- The Business Manager will ensure that the toilets are well maintained and cleaned properly daily.
- A supply of spare clothing is provided by parents of cycle 1 students, to enable the children to change when necessary. In the case of Cycle 2 and 3 students, parents will be called to bring a change of clothes for their child.

Facilities:

The school provides suitable places for changing children, including providing the necessary resources. For children with disabilities the school has one washroom with a washbasin, shower and disabled toilet. Wherever possible it is recommended that children change themselves in the toilet area while standing. Paper towel/wet wipes are used for cleaning and wet or soiled clothes are placed in a bag to take home for washing.

Health and Safety:

When a child is sick, accidentally wets or soils, himself the following procedure will be followed:

- If necessary, staff will assist a child to change and wear disposable gloves while doing so.
- Changing area/ toilet to be left clean.
- Soap and water is available to wash hands as soon as changing is finished.
- Paper towels are available to dry hands.
- Where possible consultation with Principal or Director-School Administration will determine necessity for parents to be called to take their child home.
- The environment is cleaned/mopped as necessary.

Staff Responsibilities:

Support staff will not be expected to undertake tasks associated with changing children who are incontinent or have specific medical and, or, physical needs without the relevant training required under current Health and Safety / Child Protection requirements.

There is no written legal requirement that two adults must be present during toileting support, but CMS endeavours to maintain the following: ***'Staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.'***

We will treat all incidents where a child soils, with dignity and respect for the child. The child's teacher will be informed of any soiling and subsequent change of clothing if this occurs at lunchtime.

All staff will encourage the child to ask to use the toilet in good time in order to assist with toileting and to reduce the number of accidents/incidents.

Approved by:	Date:	Next Review Date:
Principal	07/08/2020	07/08/2022