



SYDNEY JAPANESE
INTERNATIONAL
SCHOOL

シドニー日本人国際学校

Toileting and Hygiene Policy

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Rationale:

This policy outlines the procedures that apply to managing toileting procedures at SJIS.

Children attending the early stage of schooling are not necessarily toilet trained.

Learning to toilet independently is part of a child's personal and social learning and development. The level of support will depend on the individual child's needs and can range from full assistance including the changing of pull ups or of clothing following accidents, through to verbal reminders of the necessary steps in the process of toileting. However, it is expected that children starting in the early years of primary schooling know how and when to use the toilet.

In the rare case a documented toileting plan will be developed by the school in collaboration with parents to provide guidelines for staff in caring for children with toileting concerns or disabilities, i.e. appropriate and reasonable physical contact necessary to carry out tasks such as toileting and dressing.

All plans and action in regards to toileting will maintain the dignity of the child at all times.

Sydney Japanese International School is committed to:

- supporting the children's developing independence in the area of toileting
- developing Toileting Management Plans that will maximise the student's capacity to participate and manage their own toileting and hygiene needs. Plans will include input and feedback from the parents and where appropriate the child, classroom teachers, support teachers and specialist teachers. Plans and actions should maintain the dignity of the child at all times. The Plan may include providing several spare changes of underwear and school uniform for the child.

Toileting Procedures:

Any student who is not fully independent in toileting will have a Toileting Management Plan which is developed by collaboration between teacher and parent.

Parent/Caregiver Responsibilities

Parents will:

- notify Head of Division/Teacher of any issues relating to toileting, such as whether the child is prone to accidents, any upheavals at home or psychological issues, which may affect the child's ability to toilet themselves independently
- provide their child with 2 spare changes of clothes and any other toileting consumables e.g 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

All SLSO (School Learning Support Officer) are informed of their role description:

- Assist with toileting and personal care needs of students at all ages and dependency levels.
- Bag any soiled items of clothing and return to parent/carer
- Dispose of nappies and used sanitary items.

Teachers should:

- remind/take all Kindergarten 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, which may affect the child's ability to toilet themselves independently
- show students visual prompts on the wall, if applicable
- use verbal prompts for toileting; use the minimum amount of physical prompting necessary
- give enough time for students to complete the activity with minimal prompting

If a toileting accident does occur, the student will be sent to the office. If the SLSO is in the classroom, the SLSO will bring the student to the office. If no one is available to bring the student to the office and the student is not able to go to the office by themselves, the classroom teacher will call the office for support.

At the office:

- Office staff will contact parent
- Office staff will contact SLSO to come to the office (if SLSO is not already there)
- If appropriate, seek additional staff assistance
- If appropriate, verbally assist students in changing wet/dirty clothes
- Assist student verbally/manually to dispose of soiled material in a plastic bag
- If appropriate, verbally guide them in using wet wipes/toilet paper to clean themselves if applicable
- wear gloves and facial masks at all times when attending to a toileting incident
- use wipes to clean the child, if necessary
- assist child to wash hands
- Office staff to wash hands immediately after the incident