 INTERNATIONAL KINDERGARTENS 國際幼稚園	ESF International Kindergartens Policy Document	
		Effective Date:
	Toileting Policy	Sep, 2010


Title : **ESF International Kindergartens – Toileting and Intimate Care Policy**

Status : ***Approved – Revision B***

Approval Date : **September 2010**

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Originator : **KG Principals / Chief Operating Officer, ESF Educational Services**


	ESF International Kindergartens Policy Document	
		Effective Date:
	Toileting Policy	Sep, 2010

CONTENT

1. Purpose
2. Scope
3. Definitions/ Abbreviations
4. Principles
5. Responsibilities
6. Procedure
 - 6.1 The Kindergartens' Toileting Principles
 - 6.2 Roles and Responsibilities
 - 6.3 Nappies and Pull Ups
 - 6.4 Managing Wet/Soiled Underwear
7. Compliance

Originator: *ESF Educational Services*

Originator: KG Principals Ann Pearce, Chief Operating Officer, ESF Educational Services Date: Sept 2010	Reviewed by: KG Principals Date: April 2014	Approved by : ESL Directors Date: Nov 2010
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	ESF International Kindergartens Policy Document	
		Effective Date:
	Toileting Policy	Sep, 2010

REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed		Approved	
			By	Date	By	Date
A	September 2010	New Policy	KG Principals	Sept 2010	ESL Directors	Nov 2010
B	September 2011	Minor Changes	KG P's	Sept 2011		
C	April 2014		KGP	April 2014		
	August 2014	Minor revisions	KG Principals	June 2014	ESL Directors	Aug 2014

POLICY DOCUMENT ANNUAL REVIEW

This Policy document is subject to an Annual Review by ESL that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. ESL reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

	ESF International Kindergartens Policy Document	
		Effective Date:
	Toileting Policy	Sep, 2010

1. PURPOSE

At ESF Educational Services Kindergartens children are expected to work towards using the toilet independently. This policy sets out the toileting and intimate care expectations for students and the guidelines for parents and staff members to follow in order to help children attain this.

2. SCOPE

This policy applies to all ESL Kindergartens.

3. DEFINITIONS / ABBREVIATIONS

ESF	The English Schools Foundation
ESL	ESF Educational Services Limited
Staff Member	any employee of ESF and/or ESL
Principal	Principal of an ESL Kindergarten or School or an ESF School
Directors of ESL	Directors of ESL
COO	Chief Operating Officer, ESL

Intimate Care Definition: Intimate care is defined as any task that requires touching, washing, dressing or any other procedure that requires direct or indirect contact to the intimate personal areas of a child.

4. Principles

The following are the fundamental principles upon which this policy is based:

Every child has a right to be safe and to personal privacy.

Every child has a right to be treated with dignity and respect.

Every child has the right to be involved and be consulted on their own intimate care arrangements.

Staff members are safeguarded against possible child protection issues.

5. RESPONSIBILITIES


5.1 The Principal

The Principal is the point of reference for all issues relating to toileting within an ESL Kindergarten.

5.2 Staff

The VP/PYP Coordinators, teachers and educational assistants are responsible for assisting the Principal by:

- Monitoring that the appropriate toileting procedures are followed.
- Assisting children to develop toileting independence.

 INTERNATIONAL KINDERGARTENS 國際幼稚園	ESF International Kindergartens Policy Document	
		Effective Date:
	Toileting Policy	Sep, 2010

- Helping children to manage soiling incidents and provide spare clothes if necessary.
- Informing parents of toileting accidents and working closely with them to help every child develop toileting independence.
- Discussing with the Principal any children who's toileting habits are a matter of concern.

5.3 Parents and Guardians

Parents/guardians are responsible for:

- disclosing any concerns about their child's toileting independence level *prior to the commencement of kindergarten*;
- understanding the broader implications for their child (and others) if not independent in the toileting process once they have commenced kindergarten (possibly including their child's overall developmental readiness for coping at kindergarten);
- working co-operatively with kindergarten staff to work towards toileting independence for their child
- providing toileting support at the request of the kindergarten if necessary.
- providing spare clothes in their child's bag every day in case of toileting accidents.

6. PROCEDURE

6.1 The kindergartens' toileting and intimate care aims


It is our long term aim for all children attending an ESL kindergarten to undertake the full toilet routine independently (including managing clothing, washing hands, etc).

We do acknowledge that children develop at varying rates, however, upon commencing kindergarten, it is our expectation that all children *except those with a recognised medical condition and/or recorded developmental issue* would be able to (as a minimum) :

- (a) recognise the need/physical sensation to go to the toilet;
- (b) manage clothing held up by elastic;
- (c) be able to get onto the toilet without adult assistance;
- (d) wipe themselves;
- (e) flush the toilet; and
- (f) (with reminding) manage hand-washing.

This is vital, not only for the child's physical well-being and self-care, but also for their self esteem when part of a group of same aged peers.

6.2 Procedures

 INTERNATIONAL KINDERGARTENS 國際幼稚園	ESF International Kindergartens Policy Document	
		Effective Date:
	Toileting Policy	Sep, 2010

Before commencing kindergarten:

- parents will be asked to inform the kindergarten of any developmental and/or medical concerns, *including toileting issues*, their child may have.
- if toileting issues are noted, staff will talk with the parents, outlining kindergarten routines and procedures to support the child and provide information and strategies to assist home-based training
- if known medical and/or developmental issues exist, the kindergarten staff will organise to meet with parents, prior to their child starting kindergarten, to discuss how, or whether, we can meet the child's needs in this regard. Considerations may include:

- the need to involve other professionals (eg Kindergarten special needs adviser) and/or medical personnel to establish the extent of the child's needs;
- the provision of an additional adult, provided by/paid for by parents, to attend every kindergarten session for the sole purpose of washing and changing the child, and removing soiled clothing from the premises; and/or
- an overall assessment of the child's readiness to attend kindergarten at this point of time.

When starting kindergarten:

Staff will ensure visits to the bathroom occur routinely (especially for K1 children). In between these visits, the children will be encouraged to go whenever they need to do so - with some individual reminders for those who need one.


In the case of children with recognised toileting issues, staff will keep parents informed of their progress at kindergarten, on a regular basis. Equally, parents are requested to regularly inform staff of home based progress in this regard.

6.3 Nappies and Pull Ups

At ESL kindergartens we do not have suitable facilities for changing or disposing of nappies/diapers, therefore, it is not possible for children to attend ESL Kindergartens wearing nappies.

If the child is at the stage of wearing pull-ups, the viability and appropriateness of the child wearing these to kindergarten will be considered, in consultation with parents, on a case by case basis. This decision will be based on the child's medical and developmental status, the progress of their toilet training at that time, and the child's readiness to move onto wearing normal underwear.

Please note: Whilst the wearing of pull ups can be precautionary, for some children, a reliance on pull-ups can be a deterrent to developing toileting independence. As 'pull-ups' are designed to enable a child to feel comfortable and dry, even after urination, this increased comfort level can diminish the need or urgency to go to the toilet.

 INTERNATIONAL KINDERGARTENS 國際幼稚園	ESF International Kindergartens Policy Document	
		Effective Date:
	Toileting Policy	Sep, 2010

6.4 Managing Wet or Soiled Underwear

The occasional toileting or water play accident will still occur. For this reason, parents are requested to provide spare clothing in their child's bag every day. No child should be left in wet or soiled clothing.


In the case of wet or soiled underwear the following guidelines should be followed:

- The staff member observing the wet/soiled child should notify the child's class teacher or Educational Assistants.
- An adult who works closely with the child such as their teacher or Educational Assistant should support the child in changing their clothes. The person responsible for supporting the child should tell another adult where they are going and why. Parent helpers, students and volunteers should never be asked to change children.
- All staff should be aware of the Toileting and Intimate Care policy and have received health and safety training. They should follow the guidelines for infection control, including the use of disposable gloves, proper disposal of soiled items and cleaning of any soiled area.
- The child should be allowed to communicate their preference for a changing space either in a bathroom or inside the classroom if appropriate. A private space should be made available for the child should they show signs of embarrassment at changing in front of their peers. The changing space must be out of sight of members of the general public.
- The child should be encouraged and supported to retrieve their spare clothes and change themselves with as much autonomy as possible.
- If a child is soiled and cannot manage to clean themselves independently then a staff member should inform a colleague they need to support the child further and then use wet wipes to clean the child.
- If a child is heavily soiled and needs to be showered, the parents are informed and 2 members of staff will accompany the child to a private space to support them with showering.

6.5 Regular Occurrences of Wet/Soiled Underwear

Some children will wet or soil themselves frequently which is time consuming for staff. Therefore, in the case of re-occurring wet accidents and soiling, (more than once a week), kindergarten staff will:

- record the frequency and type of accident occurring and inform the parents
- meet with the parents to develop a care plan in order to support the child in achieving toileting independence.
- review children's progress towards this plan regularly.

 INTERNATIONAL KINDERGARTENS 國際幼稚園	ESF International Kindergartens Policy Document	
		Effective Date:
	Toileting Policy	Sep, 2010

If a care plan is in place and a child is not making the expected progress towards their goals then the following may be considered:

- the need to involve other professionals (eg Kindergarten special needs adviser) and/or medical personnel to establish the extent of the child’s needs;
- the provision of an additional adult, provided by/paid for by parents, to attend every kindergarten session for the sole purpose of washing and changing the child, and removing soiled clothing from the premises; and/or
- an overall assessment of the child’s readiness to attend kindergarten at this point of time.

6.6 Intimate Care for Medical Needs

Staff are occasionally required to support children with intimate care medical issues eg Rectal diazepam, catheter or colostomy bags etc In these cases a care plan should be developed between the parents, staff and a medical professional documenting what action should be taken and staff involved should receive training on how to carry out the care plan.

6.6 Injuries to Intimate Parts

Occasionally children in the kindergarten may injure themselves in an intimate region. If it is immediately apparent a child has obvious serious damage an ambulance should be called and the parents notified as soon as possible.

If the child has an accident or is complaining of pain in an intimate place then the parents should be contacted immediately to discuss how to proceed. Parents should be encouraged to come and check their children themselves. However permission may be granted by the parent for a teacher to check the area for injury if a parent is unable to attend. Senior management should be informed in this case and both the teacher and senior manager should be in the area when the child is checked for injury.

7. Compliance

7.1 External Compliance

This policy complies with the EDB Operation Manual for Pre-Primary Institutions.

7.2 Compliance with this policy

Any matter concerning the implementation of this Policy should be raised with the Principal or the COO. Any matters of non-compliance should be raised with the COO or Directors of ESL.