

(Reviewed October 2023)

## **Policy Statement:**

The Mueller College Outside School Hours Care Service Management recognizes that from time to time, students may have additional support needs with toileting and may not be able to consistently toilet themselves independently. Thus, the Service seeks to ensure that the student's health and safety with personal hygiene is supported while protecting their safety.

## **National Quality Standard (NQS):**

**Quality Area**      **1: Educational Program & Practice**  
                              **2: Children's Health & Safety**  
                              **7: Governance & Leadership**

<b>1.2</b>	Practice	Educators facilitate and extend each child's learning and development.
<b>1.2.3</b>	Child directed learning	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
<b>2.1</b>	Health	Each child's health and physical activity is supported and promoted.
<b>2.1.2</b>	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
<b>2.2</b>	Safety	Each child is protected
	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
<b>7.1</b>	Governance	Governance supports the operation of a quality service.
<b>7.1.2</b>	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

## **Education and Care Services National Regulations**

<b>77</b>	Health, hygiene and safe food practices (1) The approved provider of an education and care service must ensure that nominated supervisors and staff members of, and volunteers at, the service implement— (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the service. Penalty: \$2000. (2) A nominated supervisor of an education and care service must implement, and ensure that all staff members of, and volunteers at, the service implement— (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the service. Penalty: \$2000.
<b>106</b>	Laundry and hygiene facilities (1) The approved provider of an education and care service must ensure that the service has— (a) laundry facilities or access to laundry facilities; or (b) other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering—that are adequate and appropriate for the needs of the service. (2) The approved provider of the service must ensure that laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.
<b>155</b>	Interactions with children An approved provider must take reasonable steps to ensure that the education and care service provides education and care to children in a way that— (a) encourages the children to express themselves and their opinions; and (b) allows the children to undertake experiences that develop self-reliance and self-esteem; and (c) maintains at all times the dignity and rights of each child; and (d) gives each child positive guidance and encouragement toward acceptable behaviour; and (e) has regard to the family and cultural values, age, and physical and intellectual development and abilities of each child being educated and cared for by the service.

## **Education and Care Services National Law**

<b>301 (3,f)</b>	Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;
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## **Objective:**

Mueller College Outside School Hours Care aim to provide high quality care to all students while maintaining privacy and dignity. When assisting students with toileting these principals along with following safety protocols for the protection of student and staff are of paramount importance.

## **Procedure:**

- As a general rule, educators will not assist students with toileting. Students of prep age are expected to be able to toilet themselves before commencing at the Service.
- The Service does not currently hold facilities, nor educators with the training to cater for students requiring nappy changes or significant toileting care.
- Educators may however be required to support the personal hygiene of students with toileting when it becomes known to them that a student is in need of assistance due to a toileting accident.
- Educators shall notify the Nominated supervisor or lead educator that a personal hygiene incident has occurred which requires support.
- Where possible, a second member of educators shall be called to be present during the toileting support.
- Gender and developmental consideration should be given to the situation in ensuring the most appropriate member/s of educators manage the situation and that the process is open and transparent.
- Educators shall discretely support students, demonstrating empathy and compassion.
- Educators shall assist students to toilet and follow hygiene procedures by ensuring hands are cleaned and sanitized and gloves are worn.
- Educators shall then encourage students to clean themselves independently through providing suitable wipes and means of disposal. (Wipes are generally not suitable for flushing.)
- Educators shall support student's emotional needs and should not under any circumstances cause any further embarrassment to the student. Nor should they become forceful in their assistance to students.
- A toileting kit will be available for educators in the laundry cupboard which includes gloves, wipes, hand sanitiser and appropriate bags for soiled materials. (Attention will be given to any students with allergies to latex.)
- Parents/Guardians may be notified if deemed necessary and shall have the opportunity to collect the student.
- Students who are frequently troubled with personal hygiene and toileting needs shall be requested to provide spare clothes and pull ups if necessary.

## **REFERENCES:**

- Education and Care Services National Law Act 2011, Current as at March 2023
- Education and Care Services National Regulations, Current as at October 2023
- Guide to the National Quality Framework, Revised July 2023
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- Workplace Health and Safety Act & Regulation, 2011
- Commission for Students, Young People and Child Guardian

## **See Also:**

- Mueller OSHC Safe Storage of Soiled Items Policy & Procedure
- Mueller OSHC Students Requiring Toileting Assistance Policy & Procedure
- Mueller OSHC Respect for Students Policy & Procedure
- Mueller OSHC Supervision Policy & Procedure