

BATHROOM AND TOILET FACILITIES AND TOILETING GUIDELINES

1. Overview

Protecting the safety and wellbeing of children includes providing guidelines that ensure the safety and dignity of all children while accessing toileting facilities. All sKids programme team members are required to follow and comply with procedures and the provisions set out in this policy to support them.

2. Policy Statement

We are committed to ensuring appropriate measures are in place for maintaining children's personal health, hygiene, dignity and safety while children use toileting facilities. Our practices protect children from harm and injury.

3. Programme Toileting

- Ensure all programme team members and children are aware of and follow the agreed toileting and supervision procedures at the programme:
 - This will differ for each programme depending on bathroom location and any other identified risks as outlined in the programme's 'Hall Classroom Risk Assessment Management System (RAMS) form' and 'Risk Contingency Plan'
 - Programme teams are required to review the applicable RAMS form and 'Active Supervision Plan - Toileting Procedure for Staff and Children' section of the Risk Contingency Plan on a minimum of a termly basis or as required when working in ratio at a new site.
- Children must ask a programme team member before using the toilet.
- If required at the programme session, ensure toilet passes are available and used.
- Ensure appropriate toileting kit including supplies such as wipes, and disposal gloves are present in case of accidents and that all bathrooms are stocked with sufficient supplies.
- Programme team members will support and encourage children to develop self-help skills in toileting, handwashing and dressing/changing.

3.1 Programme Bathroom and Toilet Facilities

There should be separate toilets available for children and adults (programme team members). Where possible, programme team members are to use an alternative toilet.

- If there are not separate toilet facilities available, programme team members must not use the toilet facilities at the same time as a child being present in the same area.
- Programme team members are to display a 'Toilet in use' sign on the toilet door.
- Where toilet facilities are unisex, if there are two toilets, the programme team are to nominate one for girls and one for boys.
- Where only one unisex toilet is available, team members must ensure only one child uses the toilet at a time.

If other people such as teachers are using the toilet facilities, then children must be accompanied to the toilet facilities and facilities must be checked prior to ensure there are no other persons using them.

3.2 Checking and Cleaning of Programme Toilets

- On arrival at the programme venue, the programme team must check all toilet facilities.
- Before children arrive:
 - Flush toilets if necessary.
 - If toilets require attention, clean as required and document on the opening checklist.
 - If the condition of facilities is unsatisfactory on a regular basis the programme will record this within their 'Opening/Closing Paperwork' checklist, with supporting photos uploaded as evidence and escalate it to their manager. The manager will then make a formal request (in writing) for the facilities to be cleaned and appropriate for use, as per site services agreement.
 - If a child should have an accident, for example, not reach the toilet in time and either vomits or soils the toilet or any other area, the Programme Manager is to ensure the area is cleaned appropriately and this is recorded within the closing checklist. If additional assistance is required, the programme team are to reach out to the caretaker.
 - Ensure that all equipment is appropriately cleaned or disposed.

3.3 Cleaning Equipment and Products

- Cleaning equipment and products as per the ['sKids Cleaning Inventory List'](#) will be available to programme teams during the operation of a sKids programme.
- Hazardous cleaning chemicals must be stored securely in a cupboard out of reach from children and away from any food products and required use instructions followed.
- Programme teams are required to reference and follow the ['Safety Data Sheet'](#) when using the products and responding to any incidents such as chemical spills.

3.4 Toileting Accidents

- If a child should have an accident (e.g., not reach the toilet in time), the child should be taken to the toilet facility and encouraged to clean themselves.
- If the team member has checked on the child and the child is unable to clean themselves on their own, then a programme team member will assist the child. The programme team member is to position themselves in the doorway with the child just out of sight for privacy. The assisting programme team member is to always be in view of the programme team/group and must communicate if further assistance is required.
- If the programme is operating sole responsibility, the same steps are followed as above.
- If the child needs assistance, then the programme team member is to bring the group closer to toilets so they can assist the child from the entrance of the toilet and still be able to view the other children.
- An older child could be asked to assist in being the 'group monitor'.
- The Responsible Person is to ensure the incident is recorded in the Incident Portal.
- Parents/caregivers are to be notified via a phone call and a conversation needs to take place with the parent to ensure clean dry clothing is available should this re-occur.

3.5 Handling Soiled Clothing

- Request for all children to vacate the bathroom so it can be cleaned.
- Prepare all necessary equipment before moving to the bathroom area.

- Wash hands, put on disposable gloves and if required assist the child to remove soiled garments – as outlined in toileting accident section.
- Place soiled garments in a rubbish bag.
- Inform parent/caregiver of the incident as outlined in the toileting accident section.

3.6 Cleaning and Disposal

- Prepare all necessary equipment before starting to clean the area.
- Put on disposable gloves, place paper towel over the spill and dispose of in a rubbish bag.
- Clean the area with warm water and detergent.
- Use disinfectant if the spill may be infectious.
- Wash hands thoroughly.

Toileting use during excursions

Programme team members are required to:

- Review the venue risk assessment prior to the excursion and follow the recommended strategies during the excursion.
- Accompany the children to the toilet entrance during excursions and follow active supervision strategies e.g. conducting a headcount to ensure all children are accounted for.
- Check the toilet facilities are clean and safe before children enter or use the facilities.
- Remain outside the facilities monitoring children's usage, ensuring that all the children return to the group and in a timely manner
- If there is a delay in child(ren) returning the group programme team members are to check in on the child(ren) by calling to them from the entrance of the bathrooms.
 - If this is not a suitable option, then an older child could be sent in to check.

4. Roles and Responsibilities

Programme Team Members

- Follow procedures as outlined above.
- Notify your manager of any supply requirements as required.
- Ensure adequate stock of resources and supplies.
- Ensure appropriate bins are available for disposal of soiled waste products and cleaning items.

Senior Programme Leaders, Regional Operations Managers and Franchisees

- Oversee services with adherence to procedures, communication with schools and parents/caregivers and risk assessment of programmes.