**PARK LANE PRESCHOOL ACTIVE SUPERVISION PROCEDURES - TOILETING POLICY:**

All employees at the centre should know the following procedures for Active Supervision during Toileting and diapering.

* Only qualified Staff (IT, ECE, or ECEA) will be allowed to take children to the bathroom; volunteers and students should refrain from changing a child or taking them to the bathroom.
* The Staff- children ratio must always be maintained during Toileting. If leaving the classroom to use bathroom facilities, The Educator must count children and communicate to the team how many children are transitioning to the bathroom. Educators will verbally acknowledge to one another the count and where the children are going.
* Early Childhood Educators (ECEs) must count all children entering and leaving the bathroom to ensure that the exact number of children is accounted for. Staff should thoroughly check all stalls and areas around the trashcans. Additionally, employees must ensure that children are not left alone or hiding in the restroom.
* Educators must watch all interactions and guide children to use safe practices when using the toilet and sinks. Assist children if needed.
* When children are in the toilet training process, it is important that they wear a pull-up until they can keep it dry for at least two hours. This will help them become more independent and allow the Staff to maintain better visual supervision of the group.
* When helping a child who needs additional assistance with cleaning up after an accident or during a diaper change, the Educator will encourage the child to participate in the process as much as possible. The Educator will provide verbal instructions and guidance and will be nearby to help with complicated tasks that the child may struggle with. Toileting time will be used as a learning time by teaching self-help skills, safety, and hygiene.

**Diapering**

Staff will take extra steps to ensure safety and hygiene if a child needs to lie down to change clothing or a diaper.

* Staff must prepare the area before laying the child down to ensure all necessary supplies are within reach. Keep supplies as close as possible to the changing table so you can reach them comfortably without leaving a child alone.
* Encourage children to walk up the stairs instead of lifting them; we should assist children in holding their hands going up or walking downstairs.

While diapering, we must follow the recommendations provided for Island Health, which are attached to this document.

Preschool children will have diapers changed in the shared toilet area. Children’s nappies, wipes and cream will be stored in named bags and brought into the toilet area in which they receive diapering.

**Toileting Schedule**

Staff accompany children to the toilet. Children do not enter the toilet area alone at any time. Children go to the toilet before snack and before outdoor play.

Morning Session 8.45 – 11.45

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| 9.45am | Diaper changes/toileting before snack |
| 11am | Diaper changes/toileting before outdoor play |

Afternoon Session 12.15-3.15

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| 1.15pm | Diaper changes/toileting before snack |
| 2.30pm | Diaper changes/toileting before outdoor play |