

## Toileting and Changing of Clothes for Children attending Preschool (PAL) & the Child Care Centre

Preschool for Active Living (PAL) and Child Care strive to provide Legendary Service to our children while they are attending programs. To ensure that we continue to provide quality care that is transparent, the following policy and procedures are in place.

### Staff Requirements to Diaper or Toilet – Child Care

- All Child Care staff must have their Police Check inclusive of the Vulnerable Sector Search completed and in place before they can toilet/diaper a child.
- Any staff that does not have a Police Check with Vulnerable Sector Search in Child Care also cannot be alone with a child.

### Staff Requirements to Diaper or Toilet – PAL

- All PAL staff must have both their Police Check inclusive of the Vulnerable Sector Search completed and in place AND the Ministry Early Education Designation in place before diapering or toileting a child.
- Any PAL staff member who does not have both of the requirements also cannot be alone with a child.

### Other

- Staff in both Child Care and PAL must complete an Intervention Record Check within the first three months of employment.

### Diapering/Pull-ups for All Children

As the diapering of infants and the toileting of toddlers involves close adult-child contact, the staff will (whenever possible) be responsible for changing diapers when the child has had a bowel movement. If the child only has a wet diaper or pull-up, the parent is responsible for changing.

### Staff in Preschool for Active Living and Child Care will:

- Follow Ministry of Health recommendations for diapering and toileting procedures posted in the washrooms.
- Record diaper changes and toileting activities on the diapering/toileting chart.
- Encourage the development of healthy personal habits by ensuring that children wash their hands after using the bathroom. If needed, the staff will assist the child to wash their hands to ensure they are meeting standards.
- Be respectful of the child's needs.
- Sanitize the changing station after each use.
- Wear gloves for every change.
- Use the Child Care washroom as all pull-up and diaper changes MUST happen in this location, where the Child Care change table is located. The door must remain open.

**Consideration:** None

**Exceptions:** If a child is wet and has leaked through their clothes an exception may be made, and documented.

## Toileting and Changing of Clothes

As the toileting of toddlers and children involves close adult-child contact, staff will not (whenever possible) be responsible for the changing of clothes, the wiping of a child's bum or any other area. Staff is not to change children's clothes if they are wet unless they are only handing clothes to the child and the child dresses and undresses themselves. If the child is unable to do this the parent will be called.

### Staff in Preschool for Active Living and Child Care will:

- Take the child to the bathroom.
  - Preschool is to use the Public washrooms when in Multi-Sport 1 or the Preschool washroom when in the classroom.
- Not go in the stall with the child.
- Will give all necessary prompts required for the child to be successful in undressing themselves.
  - If the child needs an adult to assist in the public washrooms, then the assistance must be given just outside the stall in public view.
  - If the child needs an adult to assist in the PAL classroom, the staff must use the Child Care washroom with the door open.
  - Child Care staff should not be undressing any child unless they have another staff member present, and the door must remain open.
- Follow Ministry of Health recommendations for diapering and toileting procedures posted in the washrooms.
- Record pull-up/underwear/ clothes changes and toileting activities on the diapering/toileting chart if they have given direct assistance.
- Wear gloves at all times when they are providing direct assistance. This includes doing up snaps, zippers etc.

**Consideration:** None

**Exceptions:** If a child is wet and has leaked through their clothes an exception may be made, and documented.

There will also be an exception when PAL Children have their swimming lessons. PAL Staff will assist children with dressing, but there must be at least 2 adults present. Staff will only provide help if the child cannot dress themselves.

There will also be an exception if a child has an accident, which is defined as a child who is potty trained who does not make it to the toilet, and soils their clothing to the point they need changing. An accident also defined as a child who feels ill and does not make it to the washroom, and throws up on themselves requiring changing.

*[Please note failure to read and acknowledge this document will result in the guardian/parent being called back to change their child.]*