

CHANGE ROOMS AND TOILETS

The service recognises the vulnerability of children while using public toilets, including those on the school site. In developing the following procedures consideration was given to the individual child's right to privacy balanced with the need for children to be safe. The procedure must also guide educators in appropriate levels of supervision so as to protect them.

Procedure:

-Child Protection

- Educators will discuss at appropriate times with children safety and protective behaviours, either in groups or individually.
- Children must notify educators when they are going to the toilets.
- Children will go to the toilets in pairs when not using OSHC toilet.
- On excursions children are encouraged to go to the toilet in groups.
- Where the toilet is some distance from the rest of the group and/or not in line of sight an educator will walk them to the toilet and wait outside the door until all children have returned. They will then walk back together.
- When on excursion and children are required to get changed into other clothing, educators will supervise this area sensitively, and ensuring children have privacy.
- When children need to get changed, educators will check the toilet/ change room area prior to our children entering and determine the area as being safe.
- Educators (preferably of the same gender) will stand by at the entrance of the toilets and watch comings and goings of children and the public.
- Educators will enter the change room and scan the area looking for any problems and inappropriate behaviours and manage them.

Educator Protection

- Educators will wherever possible use designated adult toilets.
- Where this is not possible, educators will notify the Responsible Person on duty that they are going to the toilet and on their return to duty. If using the same toilets as the children, male educators must not use the urinal but instead use the cubical.
- On excursions where children are required to change, both male and female educators will be rostered wherever possible to monitor change rooms. Where it is not possible for both genders to be represented on such an excursion, an educator will walk the non-represented gendered children to their change rooms and will wait at the door – should it be necessary for them to enter the toilets if an emergency situation arises, they will knock on the door and announce they are entering.
- On swimming excursions or when educators are required to get changed using the same change rooms as the children, educators will get changed either before or after the children are sent into the change room to get changed.
- If a child asks an educator for assistance changing, educators can assist- depending on the child's age and abilities, this will determine the extent of assistance that can be provided.
- Where educators are asked by a child to assist, the educator will ensure that: they are in the change room area (e.g. not in a cubical) and another educator where possible is present in the area.



QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
168	Education and care services must have policies and procedures

Policy reviewed	Previous modifications	Next review date
26/10/2021	NO CHANGES	2022