

Families Accessing Children's Bathroom Procedure

Child Safe - Preschool



Introduction	<p>The NSW Child Safe Standards identify what works to make organisations safer for children and emphasises the importance of adopting multiple strategies to address child safety. This procedure identifies appropriate ways for the Preschool to control identifiable risks in the bathroom area to maintain a child safe environment that reflects the NSW Child Safe Standards.</p> <p>This procedure is required when a family member of a child requires access to the children's bathroom for the toileting, nappy changing or hand washing needs of their child</p>
Eligibility	<p>This procedure applies to all Learning Links staff and Preschool Families. The term staff includes volunteers, students and contractors.</p>
Procedure for bathroom use	<p>To access bathroom facilities a family member is required to approach an educator to request access to the bathroom. The educator is responsible for confirming access. Access to facilities is not available without permission from an educator.</p> <p>The educator is required to do the following:</p> <ul style="list-style-type: none"> • Check the bathroom to confirm that no child or adult is in the bathroom area and confirm that it is available for the child and parent/ family member they can access the facilities. • If a child is in the bathroom, the educator must wait until the child has left the bathroom. Once the bathroom is vacant, the educator will advise the parent/family member and child that the bathroom is now available to be accessed. • Ensure the child and parent/family member only use the toilet furthest from the bathroom door (toilet furthest right in bathroom). • Remain in the foyer area while the child and family member use the bathroom and supervise any access by any other child and family member. • Remain at the bathroom door until the child has finished. • When child/ren and parent/family member exit the area, the educator is to check the bathroom as a final step in the process of maintaining a child safe environment. <p>NB. If another child urgently needs the bathroom, the educator must support the child to use the toilet closest to the door (first toilet on the left). This maintains distance and privacy between children in the bathroom.</p> <p>If a child requires a nappy change, the same process applies, however if a child needs access to the bathroom the furthest toilet on the right will be used to maintain distance and privacy.</p>
Reference	<p>Office of Children's Guardian - https://ocg.nsw.gov.au/ CELA – Providing a Child Safe Environment</p>
Review	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.</p> <p>This procedure is owned by: Preschool</p> <p>Procedure Updated on: 3 August 2023 This version updated by: Director, Preschool</p>

Version No. 1.0

Version approved by: GM, Service Quality, Risk and Compliance

This procedure can be viewed on: SharePoint and Preschool Website

Procedure due for review: 3 August 2025