



Early Years Toileting Guidelines



Updated: Created March 2026

Rationale

At Mount Helena Primary School, we understand that we have a duty of care to ensure our students are provided with a healthy and safe environment. All children have the right to develop to their full potential in an environment which provides for their health and wellbeing. Effective hygiene practices and promotion of basic hygiene awareness assists children to become competent and independent and develop valuable life skills.

Mount Helena Primary School ensures that developmentally and age-appropriate toilets, hand washing facilities and products are easily accessible to the children. Children will be encouraged to flush toilets and wash their hands after use.

Children have permission to go to the toilet when they feel the need and are prompted to go to the toilet if they appear to need to go. They are also encouraged to go to the toilet before playtimes/lunchtimes and all transition times.

Ensuring toileting routines are conducted in ways that maintain hygiene standards, with interactions that are warm and responsive to student's needs links to the National Quality Standards as referenced below.

Procedures

To support our parents, the following will be in place;

- If a child has a toileting accident, staff will maintain the dignity of the child and change the child as best they can, with another staff member in proximity (ensuring our child safeguarding procedures are followed).
- Teachers will;
 - support children developing independence in the area of toileting
 - develop a toileting management plan that will maximise the student's capacity to participate and meet their own toileting and hygiene needs.

Legislation and Government Requirements

National Quality Standard, Quality Area 2: Children's health and safety

- Standard 2.2:
 - Safety 2.2.1 Supervision: At all times, reasonable precautions and adequate supervision ensures children are protected from harm and hazard.
- National Quality Standard, Quality Area 5: Relationships with Children
 - 5.1.1 Positive educator to child interactions: Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.



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Parent/Caregiver Responsibilities

Parents should:

- notify Principal/Teacher of any issues relating to toileting, such as whether the child is prone to accidents, any upheavals at home or psychological issues, which may affect the child's ability to toilet themselves independently
- provide their child with 2 spare changes of clothes and any other toileting consumables e.g plastic bags, when at school, if there are incontinence issues continue toilet training at home
- promote toileting routines and hygiene in the home environment

Staff Responsibilities

All Education Assistants are informed of their role description when inducted at Mount Helena Primary School. To support students, staff should:

- remind/take all students to the toilet at regular intervals
- take into account any known issues relating to toileting, such as whether a student is prone to accidents, any upheavals at home or psychological issues, which may affect the child's ability to toilet themselves independently
- show students visual prompts on the wall, if applicable
- use verbal prompts for toileting; use the minimum amount of physical prompting necessary
- provide enough time for students to complete the activity with minimal prompting

Toileting Accidents

If a child wets/soils themselves at school, the following standards will be upheld;

- Staff will always maintain the dignity of the child.
- Re-assure the child that it is ok, and accidents happen sometimes.
- If adult assistance is required, staff are only permitted to clean/wipe non-genital areas. Genital areas should NOT be wiped/cleaned by any staff. Parents will be called in this instance.
- Develop independence of student by encouraging child to assist in cleaning/changing as much as developmentally appropriate/possible.
- Ensure staff hygiene (use appropriate Personal Protective Equipment such as disposable gloves etc.)
- Ensure another staff member is in proximity/line of sight of staff member cleaning/assisting child.
- Note down accidents as a Chronicle (General Observation) and inform parents at the end of the day.
- Where a child is in Pre-primary or above, parents will be contacted and required to collect or come to school to clean the child immediately.
- Parents of Kindergarten students will be called to come to the school if the child cannot be cleaned sufficiently, where the child has soiled themselves more than once in the day, or if the child does not have a change of clothes.
- Any wet or soiled clothing will be sent home in a plastic bag at the end of the day and parents will be informed.
- If a child soils themselves more than once a day, the parent will be called to assess if the child is well.



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TOILETING ISSUES

After recording when children wet/soil themselves, if noticing occurrence is regular:

- Teacher to notify Deputy Principal to discuss/come up with a tentative plan
- Together, meet with parents
- Discuss toileting
 - What is occurring at home?
 - Are there any medical issues that need to be investigated?
 - Develop a Toileting Management Plan together with parents to move forward
 - Monitor plans and keep leadership team informed

Sources and Related Policies

Sources

- Government of Western Australia: Child and Adolescent Health Services: <https://cahs.health.wa.gov.au/Our-services/Community-Health/Child-Health/Resources/Toilet-training>
- Department of Health WA: https://www.healthywa.wa.gov.au/Articles/S_T/Toilet-training
- Toileting Tots: <https://www.toiletingtots.com.au/>
- Perth Kids Hub: <https://perthkidshub.com.au/listing/continence-hub/>

Related Policies

- Duty of Care for Students – <https://www.education.wa.edu.au/web/policies/-/duty-of-care-for-public-school-students-policy>
- Student Health in Public Schools policy and procedures
 - <https://www.education.wa.edu.au/web/policies/-/student-health-care-in-public-schools-policy>
 - <https://www.education.wa.edu.au/web/policies/-/student-health-care-in-public-schools-procedures>
- School Education Act 1999:
 - https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a1960.html
- School Education Regulations 2000
 - https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_2033_homepage.html

