

# Toileting, Nappy and Clothing Changing Policy/Tukanga Here

Version 3  
Effective Date: 19 May 2023  
Next Review: 2026  
Document Approver: Chief Executive  
Document Owner: Facilities and Services

## Applies To | Ko Wai Whakahāngaitia

All teaching staff.

## General Principles | Mātāpono Whānui

To ensure the provision of safe and respectful changing, toileting and bathing practices in kindergarten.

## Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

Not Applicable.

## References | Tohutoro / Huānga ki

Education (Early Childhood Services) Regulations 2008.

Licensing Criteria for Early Childhood Education and Care Services 2008: PF18-23, 25, 26 HS1-3.

**Display Document | Whakamātakitaki Pukapuka** – Yes.

**Practice Statement | Whakaharatau Tauākī** – Required – Yes.

## Policy Review Cycle | Kaupapa Arotake Hurihanga

This policy will be reviewed every three years and in conjunction with reviews of the related procedures or processes and documents outlined above.

## Policy

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1. Kindergartens will provide safe and respectful changing, toileting and bathing practices maintaining a child's dignity and safety at all times.
2. Each kindergarten will have a suitable change table and a wash down facility. This should be located in the children's bathroom.
3. Teachers will act promptly to manage any saturation or soiling of children's clothing during session times.
4. Teachers will work in partnership with parents and whānau in the management of toileting of children.
5. Children will only be changed, toileted or bathed in a kindergarten by:
  - Their own parents, whānau or nominated caregivers.
  - People employed by Kindergarten Taranaki to work in the kindergarten (usually this will only be teachers but could from time to time be other Kindergarten Taranaki employees if previously agreed to by Head Teacher and known to the child).

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- A person employed e.g. Education Support Worker, to specifically support and work with the child.
6. Every kindergarten will develop a practice statement that documents:
- How they provide for changing, toileting and bathing children.
  - How they will observe appropriate hygiene practices at these times.
  - How they will provide privacy to the child being changed.
  - How nappies will be disposed of safely and hygienically.
  - How children's independence is fostered during these care routines.

## Procedure

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1. Teachers must record all changes, toileting and bathing on the Kindergarten Taranaki Toileting & Changing Chart.
2. This policy and the kindergarten practice statement will be displayed in the children's bathroom.

## Forms

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1. Toileting and Changing Children Form