

SAFE TOILETING PROCEDURE

Vacation Care

1. During vacation care, educators will ask all children each hour whether they need to go to the toilet.
2. All children will be asked after morning tea time, lunch and afternoon tea time whether they need to use the toilet.
3. An educator will take a group of students to the toilets.
4. If a child needs to go to the toilet outside of these times, an educator will escort the child to the toilet and stay with them until they return.
5. At all times, there will be at least two educators rostered on to allow one educator to stay with the group of children and the other to take children to the toilets.

After School Care

1. Once the Prep and Year 1 children are collected, they will be asked to go to the toilets before going upstairs to I Block.
2. Educators will ask all children each hour whether they need to go to the toilet.
3. All children will be asked after afternoon tea time whether they need to use the toilet.
4. An educator will take a group of students to the toilets.
5. If a child needs to go to the toilet outside of these times, an educator will escort the child to the toilet and stay with them until they return.
6. At all times, there will be at least two educators rostered on to allow one educator to stay with the group of children and the other to take children to the toilets.