

YMCA Geelong –Toileting Supervision in Children’s Services Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG101-O	10/02/2014	14/03/2017	APPROVED

1. TOILETING SUPERVISION IN CHILDREN’S SERVICES POLICY

2. INTRODUCTION

To ensure that adequate supervision processes for toileting practices are in place for children attending YMCA Geelong Children’s Services where the toilets used by children are accessible by the public.

The processes are required in order to:

- Ensure adequate health, well being and safety of children
- Ensure respect for the facility
- Ensure clear communication with families, and
- Ensure clear communication between the staff, and between staff and children

The requirements regarding supervision are outlined in the Children Services Regulations 2009 and the Children’s Services Act 1996.

3. POLICY

The supervision of children using bathrooms in recreation centres must be assessed in accordance with the principles of Hazard Management and any risks identified to children, their families and staff that includes but is not limited to YMCA employed staff, agency staff, students, volunteers and other visitors to the service involved in the care or education of the children shall be eliminated or reduced so far as is reasonably practicable.

- 3.1 All centres must complete the hazard identification checklist for supervision of children attending each children’s service in recreation centres / schools where the children’s toilets are accessible by the public.
- 3.2 Risk controls need to be implemented as identified in the hazard checklist.
- 3.3 A safe work procedure needs to be developed which outlines the steps required for children accessing the public toilets.
- 3.4 All staff must complete training and sign that they understand the components in the procedure.
- 3.5 The procedure must be reviewed regularly as determined by the centre.

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3.6 Supervision of children attending vacation care programs in recreation centres where the children's toilets are accessible by the public must follow the following steps:

1. All children have regular scheduled toilet breaks prior to morning snack, lunch and afternoon snack.
2. During all scheduled toilet breaks an Educator will remain outside of the toilet entrance for supervision purposes
3. An Educator/YMCA Staff member may enter the toilets if a situation requires it, which may include but is not limited to emergency situations.
4. Children requiring toileting between the designated toilet breaks must ask a leader, attend the toilet with a buddy, with time limit allocated to return to the leader. If the children do not return within a 5 minute timeframe a staff member will be sent to retrieve the children.

Other staff or members or the public using the toilet facilities:

1. Where there is a designated staff toilet at the service staff are to use those as provided.
2. Where there is not a designated staff toilet, staff must first establish that the main toilets are clear of children before entering. This will be managed by enforcing the Toilet Policy where children will be supervised by an Educator who will be present outside of the toilet during these times, or by staff calling out prior to entering.
3. Staff may choose to use the disabled toilet if they prefer.

When on excursions:

1. One staff member to be designated at the toilet areas of the venue at all times. Where this is not possible, staff are to accompany children to toilets in small groups at regular intervals.
2. Children are to ask a leader and adopt the buddy system at all times. They are then to inform that leader of their return to the activity. Children should be constantly supervised as a staff member should be at the designated toilet area at all times.

4. DEFINITIONS

Appropriate supervision: is defined as, "knowing where the child is at all times, direct and constant monitoring by the staff member within close proximity. In contrast, in a school holiday care service, in which children are older, knowing where each child is and ensuring that staff members are in a position to respond may be considered adequate supervision. Whenever children are being cared for, staff will need to make decisions throughout the day about where they are best placed to adequately supervise each child."

Victorian Children's Services Legislation 1 Supervision Practice Note 12 | May 2010 Updated September 2012 – DEECD

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5. SCOPE

This policy applies to YMCA Geelong Inc. operations and has coverage over all children's programs regulated by the National Quality Standard Framework.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Community Programs Co-ordinator	<ul style="list-style-type: none">• Ensure the procedures are compliant to the regulations• Implement training for staff• It is the responsibility of the YMCA Victoria to appoint a representative at each Children's Service to manage all aspects of program.• The YMCA appointed representative must ensure that the risks relating to children using toilets in recreation centres / schools accessible by the public are identified, assessed and controlled so far as is reasonably practicable.
Vacation Care Supervisors on Duty/Educational Leaders	<ul style="list-style-type: none">• Ensure compliance to policy in program delivery
Educators	<ul style="list-style-type: none">• Attend training sessions and ensure the policy is implemented during your shift.

7. MONITORING, EVALUATION AND REVIEW

Supervisors on Duty/Educational Leaders will monitor the implementation of the policy during shifts. Staff who breach the policy will be counselled as to the correct procedure. Failure to comply may result in disciplinary action. This policy will be reviewed on a three year basis by the Community Programs Co-ordinator.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

YMCA Geelong Safeguarding Children and Young People Policy
National Early Years Learning Framework
Victorian Early Years Learning and Development Framework
My Time, Our Place. Framework for School Aged Care in Australia (Draft)
The Convention on the Rights of the Child

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RELEVENT POLICY:

YMCA Victoria Occupational Health and Safety Policy
Children's Services Regulations 2011 No 653:

- Child staff ratios (R 54)
- Minimum staff requirements (R 50)
- Minimum training (R 60)
- Staff members to have first aid and anaphylaxis management training (R 63)
- Emergency procedures (R 76)

Children's Services Act 1996:

- Protection of children from hazards (section 26)
- Inadequate supervision of children (section 27)

RELEVENT DOCUMENTS:

YMCA Geelong Handbook
DEECD Practice Note Supervision
DEECD Practice Note Excursions and routine outings
National Childcare Accreditation Council, Effective Supervision

RELEVANT REGULATIONS:

Children's Services Regulations 2009:

Child staff ratios (R 54)

The prescribed number of staff members for an Outside School Hours Care service is:
1 staff member for every 15 children or fraction of that number; and
1 qualified staff member for every 30 children or fraction of that number.

Minimum staff requirements (R 50)

The proprietor of a children's service must ensure that at least 2 staff members are on duty when ever children are being cared for or educated by the children's service.

Minimum training (R 60)

The proprietor of a children's service must ensure each staff member caring for or educating children for the service:

- Holds a certificate 111 in Children's services or
- Holds a qualification or has training the Secretary is satisfied is substantially equivalent or superior to the qualification or
- Is a qualified staff member or teaching staff member or
- Holds a primary school teaching qualification or
- In the case of OSHC, commences obtaining the qualification within 6 months of commencing to care for or educate children at the service.

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Emergency procedures (R 76)

The proprietor of a children's service must ensure that emergency procedures are developed and regularly practiced with staff members and volunteers of the service and children being cared for or educated by the service.

RELEVANT ACT**Children's Services Act 1996:****Protection of children from hazards (section 26)**

The proprietor of a children's service must ensure that every reasonable precaution is taken to protect the children being cared for or educated by the service from harm and from any hazard likely to cause injury.

Inadequate supervision of children (section 27)

The proprietor of a children's service must ensure that all children being cared for or educated by the service are adequately supervised at all times that children are on the premises where the service operates or in the care of that service.

RELEVANT NOTES FROM THE DEECD PRACTICE NOTES

Adequate supervision relies on always being in a position to respond to each child's individual needs in a timely manner that adequately meets that need, and to intervene if necessary. Adequate supervision requires that every child at the service should always be monitored actively and diligently. It means knowing where children are at all times. Active supervision requires teamwork and constant communication between staff. Staff members must be alert to potential for accidents, injuries and other harmful incidents throughout the whole service. All areas available to children must be safe.

9. DOCUMENT HISTORY

Approved by: CEO

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Amendment history:

Version	Date	Author	Change Description
V1	21/10/2013	Kimberley Maher	Draft Policy on toileting procedure developed before January 2014 Vacation Care
V2	10/02/2014	Shona Eland	Modified Policy post January 2014 Vacation Care
V3	14/3/2017	Kimberley Maher	<ul style="list-style-type: none">• Updated section 2 to include: Ensure respect for the facility• Updated the steps in Section 3.6• Updated instructions for when <i>Other staff or members or the public using the toilet facilities and When on excursions</i>• Updated <i>Co-ordinators to Supervisors on Duty/Educational Leaders</i> and <i>Vacation Care Leaders</i> to <i>Educators</i> in Roles and Responsibilities section• Changed <i>Vacation care Program Co-ordinators</i> to <i>Supervisors on Duty/Educational Leaders</i> in Monitoring, Evaluation and Review section.

As Adopted by the YMCA Geelong on 10 /02 /2014



Shona Eland
Acting Chief Executive Officer YMCA Geelong Inc.

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