

YMCA Geelong –Toileting Supervision in Children’s Services Policy

OFFICE USE ONLY

| Policy Number | Date Approved | Date Last Amended | Status |
|---------------|---------------|-------------------|----------|
| YG 101-O | 14/03/2024 | 14/03/2024 | 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 hygiene, 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
- Y Geelong seeks to ensure the safety and wellbeing of children in care at our services at all times. Our programs will ensure we meet the legislative requirements in terms of quality and supervision. The Toileting Supervision Policy has been developed to guide all Educators on the requirements that need to be implemented in Children’s Services at the Y.

3. POLICY

The supervision of children using bathrooms in recreation centres /excursions 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 Y 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 risk assessment/hazard id for supervision of children attending each children’s service in recreation centres /excursions/ schools where the children’s toilets are accessible by the public.
- 3.2 Risk controls need to be implemented as identified in the Risk assessment.
- 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.

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3.5 The procedure must be reviewed regularly as determined by the centre.

3.6 Supervision of children attending vacation care programs in recreation centres /excursions 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 toilet room (public area not the cubicle), 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. YMCA staff members in the facility should stay alert and listen for children and act if inappropriate behaviors can be heard in the toileting areas of the facility.

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.
3. Communication with the children is of extreme importance on the procedures of going to the toilet when off site.
4. **SUPERVISION REQUIREMENTS:**
The Education and Care Services National Law and National Regulations require that all children being educated and cared for at an approved service are

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adequately supervised at all times and are protected from harm and hazards. There are also requirements to notify the regulatory authority of any serious incidents or complaints alleging the safety, health or wellbeing of children has been compromised. If children are not effectively supervised, a situation may arise in which the regulatory authority will need to be notified. The National Regulations also prescribe the minimum number of educators required to educate and care for children and prescribe the required qualifications for educators, including how many educators are to be early childhood teachers. Services must maintain set educator-to-child ratios at all times based on the ages and number of children being educated and cared for at the service. The requirements for educator-to-child ratios can be found on the ACECQA website.

4. DEFINITIONS

ACTIVE SUPERVISION

Educators promote children’s learning and development by creating physical and social environments that have a positive impact. It is necessary for educators to be alert and aware of risks and hazards and the potential for accidents and injury, not only in their immediate location but also throughout the service. To provide effective supervision, educators need to be conscious of the physical environment and be attuned to the needs of individual children.

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 |
|---|--|
| School Holiday Program Co-ordinator/ Manager | Ensure the procedures are compliant to the regulations Implement training/education for Educators It is the responsibility of the Y to appoint a representative (Nominated Supervisors/ Responsible Person) at each Children’s Service to manage all aspects of program. |
| Education Leaders, Support and Co-ordinators | Ensure compliance to policy in program delivery. Attend training sessions and ensure the policy is implemented during your shift. |
| Educators | Required to Actively Supervise Children and young people in our |

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| care as outlined in the policy and on the job training. |
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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)

3 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

REFERENCES AND RESOURCES- ACECQA website at acecqa.gov.au to download: Guide to the National Quality Framework Children's Health and Safety, Occasional paper 2 Find other useful resources: Early Childhood Resource hub at www.echr.edu.au

RELEVANT POLICY:

YMCA Geelong Occupational Health and Safety Policy

Children's Services Regulations 2009:

- Child Educators ratios (R 54)
- Minimum Educators requirements (R 50)
- Minimum training (R 60)
- Educators 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)

RELEVANT DOCUMENTS:

YMCA Geelong Staff and Volunteer Handbook

RELEVANT REGULATIONS

Education and Care Services Regulations 2011

Children's Services Regulations 2009

NATIONAL QUALITY STANDARD

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The importance of actively supervising children to promote children’s health, safety and learning is reflected in Quality Area 2 of the National Quality Standard (NQS), in particular:
 Standard 2.2: Each child is protected.
 Element 2.2.1: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

LEGISLATIVE REQUIREMENTS NATIONAL LAW

Section 165: Offence to inadequately supervise children.
 Section 167: Offence relating to protection of children from harm and hazards
 Section 174: Offence to fail to notify certain information to Regulatory Authority

NATIONAL REGULATIONS

Regulation 101 (2)(f): Supervision during excursions.
 Regulation 115: Premises designed to facilitate supervision.
 Regulation 168(2)(h): Policies and procedures are required in relation to providing a child safe environment.
 Regulation 176: Timeframes for notifying certain information to the Regulatory Authority.

9. DOCUMENT HISTORY

Approved by:CEO

Effective date:10/02/2014 04/04/2019, 14/03/2024

Reviewed: 14/03/2017, 28/03/2019, 14/03/2024

Next review: 14/03/2026

Policy Owner: Katelyn Hancock, ,SHP Co-ordinator/ Jessica Claridge OSHC Co-ordinator YMCA Geelong

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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 |

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| 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</i> and <i>When on excursions</i> • Updated Co-ordinators to <i>Supervisors on Duty/Educational Leaders and Vacation Care Leaders to Educators in Roles and Responsibilities</i> section • <i>Changed Vacation care Program Co-ordinators to Supervisors on Duty/Educational Leaders in Monitoring, Evaluation and Review</i> section. |
| V4 | 7/03/2019 | Brenda Bowell | <ul style="list-style-type: none"> • Changed policy owner from Kimberley Maher to Paul Barbagallo |
| V5 | 28/03/2019 | Chris Mawson | <ul style="list-style-type: none"> • Added Clause 2- Introduction, Children’s Services Amendment Regulations 2011(Vic)/ Education and Care Services National Amendment Regulations 2019 • Added to Clause 3- Communication with the children is of extreme importance on the procedures of going to the toilet when off site. • Clause 3.6 added YMCA staff members in the facility should stay alert and listen for children and act if inappropriate behaviors can be heard in the toileting areas of the facility. • Approved SMT 04/04/2019 |

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| V6 | 14/03/2024 | Shona Eland | <ul style="list-style-type: none"> • Amended Clauses 3. added word "excursion" 3.6 Added supervision requirements 4 Definition Active Supervision 5. Update Roles and Responsibilities 8. Updated regulations reference |
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As Adopted by the YMCA Geelong on 14.03.2023



Shona Eland Chief Executive Officer YMCA Geelong Inc.

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