



# **Essendon Keilor**

## **Gymnastics Academy**

194 Roberts Rd, Airport West 3042 | 03 9336 4077 | gymnastics@ekga.com.au

### **Toilet Visits Policy**

The Club is committed to ensuring that the safety, welfare and well-being of children are maintained at all times during their participation in activities run by the Club. As part of a “Child Safe” environment EKGa has developed this policy to ensure a safe environment for children and staff.

#### **POLICY APPLICATION**

This Policy applies to all members of the Club, employees, officers, administrators, volunteers, coaches, judges, athletes and officials (Members).

#### **POLICY COVERAGE**

This Policy applies to behavior occurring in the course of the Club’s business, activities and events. This includes Gym classes, Holiday Program, Special Events, Competitions, Excursions and Club Functions

#### **ROLES AND RESPONSIBILITIES**

This section specifies the roles and responsibilities of all Members. In some cases, particular classes of Members have the additional roles and responsibilities that are also specified below.

##### **All Members**

Members enrolled in EKGa programs must be capable of attending to their own toileting needs. EKGa staff will not assist participants in going to the toilet or getting changed. If a child needs this type of assistance a parent, sibling or carer must remain onsite to ensure help is available when required.

Children are required to notify staff before going to the toilets, so that staff are aware of child’s location at all times.

All members and staff need to wash their hands after using the toilet – before returning to the activities. Good hygiene practices are essential to prevent the spread of Hepatitis A and other infections

##### **Administrators, Coaches & Department Leaders**

All staff must follow the steps outlined in this policy to ensure that children are safe when using the toilets.

#### **Policy Outline and Procedures**

##### **Green Gym** (where toilet entrance is not visible to staff members)

Children aged 8 years and under should always be sent to the toilets in pairs. This will allow one child report back to a coach if there is any trouble (stranger, accident, illness etc.) The partner should remain outside the toilet door and both children should return to the gym together. Children aged 9 years plus can go to the toilet without a partner. However staff should check on children if they take longer than a reasonable amount of time (e.g. more than 5 minutes).

##### **Blue Gym** (where toilet entrance is visible to staff members)

All children can be sent to the toilet without a partner. However staff should check on children if they take longer than a reasonable amount of time (e.g. more than 5 minutes).



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### **Toileting Accidents**

If a child has a “toileting accident”, staff should not attend personally to the child. Staff should follow this procedure:

- Be very discreet when dealing with the accident- reassure the child that it is ok, but that they need to be cleaned up and the situation sorted out.
- If the child denies anything has happened, be firm but respectful and explain that for their own comfort and the comfort of others the DO need to change and get cleaned up
- Provide child with “wet ones” or “baby wipes”, 2 plastic bags and a change of clothing (from emergency supply (including undies if possible)
- Wait outside toilet / washroom and reassure child.
- Explain procedure to child: wipe themselves using the “baby wipes”, put used wipes and wet / dirty clothes into one plastic bag and tie it up. Change into clean / dry clothes. Wash hands with soap. Put used plastic bag into second bag.
- Coach / Leader should then tie up this bag and give to parents upon collection if child does not have a bag.
- When they come out, reassure child that everything is ok, check they have washed hands and a suitably dressed to join back in.

Staff member needs to partition off the area where the accident occurred (with cones, bollards, screens), until such time as it can be thoroughly cleaned. The area needs to be cleaned with hot water and a sanitizing (disinfectant) solution. Once the area is dry it can be used again.

### **Policy Breaches and Consequences**

Essendon Keilor Gymnastics Academy is aware of the necessity to enforce policies and procedures for safety and equipment requirements. Non compliance will be discussed with employees to ensure that they have fully understood the instructions and information given to them. If it is found that they have not clearly understood or misinterpreted the instructions and information, further training or induction will be provided. The DIRECTOR will record any verbal warnings given. If non-compliance continues written warnings will be given. If inappropriate behavior continues, the DIRECTOR will decide on any action to be taken, including possible dismissal.

### **Confidentiality and Reporting**

All steps will be conducted in line with the EKGa privacy policy.