



## DRAFT 1.10 Soiled Children Procedure

**Linked Policy:** Health, Safety and Wellbeing

**Classification:** Health, Safety and Wellbeing

**Applies to:** All Employees and Visitors

**Approved by:** Chief Executive

**Effective Date:** September 2026

**Next Review Date:** September 2027

### Purpose:

To outline the process cleaning and washing soiled children.

### Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate with the child in a culturally responsive way and seek their permission to support them, always ensuring the child's independence is fostered.

### Roles and Responsibilities:

| Role                                                                              | Responsibilities                                                                      |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Kindergarten Leaders                                                              | Ensuring appropriate equipment is available and used                                  |
| Kaimahi (Core Workers)                                                            | Use appropriate equipment and ensure the dignity of the child                         |
| Visitors, parent helpers, caregivers, unqualified relievers, and student teachers | Shall not assist children (other than their own) with toileting or changing clothing. |

### Step 1: Preparation

1. Inform a colleague that you are leaving contact to support the child, and if appropriate, taking the child to the bathing area.
2. Ensure all equipment needed is at hand, including spill kit (see appendix A for spill kit contents), towels and spare clothing for the child.

### Step 2: Bathing/Showering

1. Support the child to remove their soiled clothing.
2. If bathing/showering the child, ensure appropriate water temperature.
3. Bathe/shower the child, cleaning thoroughly.
4. Dry the child thoroughly and dress the child.

### Step 3: Clean up

1. If you are comfortable to do so, rinse the clothing in the shower/bath before bagging it up to be taken home.

### Step 4: Reporting

1. Note care on the Nappy Changing chart for the day.
2. Inform the parent/caregiver at collection.





**Appendix A – Spill Kit Contents**

- PPE = Disposable gloves, apron, protective eyewear
- Plastic bags to dispose of contaminated items
- Paper towels
- Paper plates (to be used to scoop up)
- Cleaning spray – 1:10 bleach or suitable disinfectant spray