



Essendon Keilor

Gymnastics Academy

196 Roberts Rd, Airport West 3042 | 03 9336 4077 info@gymnasticsacademy.com.au

Toilet Visits Policy

Ensuring the safety and well-being of children during Club activities is our priority. This policy applies to all Club members, including employees, volunteers, coaches, judges, athletes, and officials.

Policy Coverage: This policy applies to behavior during Club activities, including Classes, Holiday Program, Special Events, Competitions and Club Functions.

Roles and Responsibilities:

- **All Members:**
 - Members must handle their toileting needs independently.
 - Children should inform staff before going to the toilets.
 - Any child requesting to go to the toilet (at any point in a class) will be allowed to do so. Staff will not refuse to allow a child to use the toilet.
 - Handwashing is mandatory for all members and staff after using the toilet.
- **Staff and Coaches:**
 - Follow outlined steps for ensuring children's safety during toilet visits.

Policy Outline and Procedures:

- **Building 194 (toilet entrance not visible):**
 - Children aged 8 and under to go in pairs.
 - Children aged 9 and above can go alone.
 - Check on children if they exceed a reasonable time (e.g., more than 5 minutes).
- **Building 196 (toilet entrance visible):**
 - All children can go alone.
 - Check on children if they take more than a reasonable time.

Toileting Accidents Procedure:

- Be discreet and reassure the child.
- Provide necessary items for cleanup (spare clothing available in DL's office).
- Wait outside the toilet, explain the procedure, and ensure proper hygiene.
- Isolate the accident area until thoroughly cleaned.



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Policy Breaches and Consequences:

- Non-compliance will be discussed with employees for understanding.
- Verbal warnings will be recorded by the DIRECTOR.
- Further training may be provided if needed.
- Written warnings follow persistent non-compliance.
- The DIRECTOR decides on action, including possible dismissal.

Confidentiality and Reporting:

- All steps follow the EKGa privacy policy.