



Be Priceless Bathroom Protocol

This protocol aims to ensure a safe, hygienic and comfortable bathroom experience for all children and staff. This bathroom protocol will be reviewed and updated regularly. This protocol is a general guideline and should be adapted to the specific needs of the child centre. All staff should be trained on the bathroom protocol. Parents will be informed of this protocol during the information session.

Equipment

1. The bathroom should provide adequate liquid soap, disposable tissue towels and hand dryers.
2. The bathroom should be regularly cleaned. If the bathroom is not hygienic, staff members should contact **Billion Plaza 2 Management Office** for cleaning or support.
3. The bathroom should be equipped with age-appropriate toilet accessories, including toddler step stool, baby toilet seat and hand wash extender.

General Guideline

1. **Arrangement:** Lead teacher will arrange at least one bathroom break in each lesson.
2. **Supervision:** Children must be supervised by at least 2 team members at all times while using the bathroom.
3. **Communication:** Open communication between staff and caregivers regarding bathroom habits and any concerns is crucial. If any children require special assistance to use the toilet, parents and guardians should inform Be Priceless by Whatsapp message in advance before the course starts. Be Priceless will review the request and explore the possibility of arranging such requested assistance.
4. **Privacy:** Children should be given privacy while using the bathroom, but staff should remain within earshot.

Specific Procedures

- **Arrival:** Upon arrival, children should be encouraged to use the bathroom with their caregivers if needed.
- **Bathroom Break Procedures:**
 1. Lead teacher assigns bathroom breaks.
 2. Children who need to go to the bathroom should line up in the classroom.
 3. Operator and another team member lead the children to the bathroom.
 4. Children line up in the corridor, bathroom cubicle doors remain half open while children are inside to ensure the privacy and safety of the children.
 5. When all the children have finished using the bathroom, they will line up and go back to classrooms together with the operator and another team member.

Emergency Procedures

- If accidents happen, staff should be prepared to handle accidents calmly and efficiently.
- In case of an emergency, staff should follow the Be Priceless's Child Safeguarding Procedures.



Be Priceless洗手間使用指引

本指引旨在確保所有孩子和員工使用洗手間時，能有安全、衛生和舒適的體驗。本指引將定期檢討並更新。本指引是一般準則，所有員工都需按本指引接受培，並於中心內遵守。照顧者將在簡介會中得悉本指引。

裝置

1. 洗手間應提供足夠的洗手液、紙巾和乾手器。
2. 洗手間應定期清潔。如果發現洗手間衛生情況欠佳，員工應聯繫**億京廣場二期管理處**要求清潔或支援。
3. 洗手間應配備適合孩子的廁所配件，包括幼兒踏凳、馬桶座和輔助洗手器。

一般指引

1. **如廁安排**：於每節課堂，課程導師將安排至少一次洗手間時間。
2. **監督**：孩子使用洗手間時，必須由至少兩名員工陪同及監督。
3. **溝通**：如照顧者有任何關於孩子使用洗手間的疑慮或擔憂，請與員工坦誠溝通。如孩子使用洗手間需要特別協助，家長和監護人亦應在課程開始前透過Whatsapp提前通知Be Priceless，Be Priceless 將了解情況並探討有關安排。
4. **私隱**：孩子在使用洗手間時應享有私隱，員工必須留在聽力所及之範圍內以便提供協助。

具體程序

- **抵達中心**：抵達後，如有需要，員工會鼓勵孩子與照顧者先一起使用洗手間。
- **洗手間時間的程序**：
 1. 課程導師將安排小息及上洗手間時間
 2. 需要上洗手間的孩子應先在課室內排隊
 3. 兩位員工將一同帶領孩子去洗手間
 4. 孩子先在走廊排隊。當他們使用洗手間時，洗手間的大門需保持半開狀態，以確保孩子們的私隱和安全
 5. 當所有孩子完成使用洗手間後，他們將與兩位員工一同排隊返回課室

緊急程序

- 員工應做好準備，如發生事故，需冷靜及有效率地處理
- 在緊急情況下，有需要時，員工應遵循《Be Priceless守護兒童政策及程序指引》