



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.