

TOILETING POLICY & PROCEDURE

Wildlings Pte Ltd

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1. POLICY OVERVIEW

At Wildlings, the safety and privacy of our participants during toileting is paramount. Across our locations children generally use shared public or venue toilets — at our Dempsey and West Coast Park sites, at school venues, and at public parks, beaches and islands such as Pasir Ris, Changi Beach, East Coast Park and Pulau Ubin. Because these facilities are shared with the public and lack dedicated child-only spaces, this policy sets out strict procedures to manage their use safely and responsibly, given the serious risks of stranger encounters in the confined and private spaces of a public bathroom.

Children have a fundamental right to access safe and clean bathrooms when they need to, and to be safe and secure from harm when they do so. This policy is an integral component of the Wildlings Child Safeguarding Policy and Procedure.

2. PURPOSE

This policy aims to:

- Ensure the safety and privacy of all children during toileting at any Wildlings programme.
- Provide staff with clarity on their role.
- Protect staff from accusations by following strict supervisory guidelines.
- Ensure that children can access a hygienic and respectful environment at shared public toilet facilities when they need to.

3. POLICY DETAILS

3.1 Locations

- **Dempsey Site:** the nearest restrooms are public toilets located 50 metres away at Core Collective. These are used by various patrons, so there is an inherent risk from strangers. These facilities include an accessible toilet.
- **West Coast Park:** the toilets are shared with a nearby bistro and are located 30 metres from Wildlings' designated areas. These are used by various patrons, so there is an inherent risk from strangers. These facilities include an accessible toilet.
- **School venues:** Wildlings uses the school's own child toilet facilities and follows the school's toileting procedures, with Wildlings staff supervising throughout and using the designated adult bathrooms for themselves..
- **Public parks and beaches (for example Pasir Ris, Changi Beach and East Coast Park):** children use public toilets shared with members of the public, so the same stranger-risk and supervision rules apply. Toilets may be some distance from the group's base, so a supervising adult always accompanies children and the wider group's location is known at all times.

- **Pulau Ubin and other remote sites:** facilities are basic and can be some distance away. Children go only in a supervised group with a clear plan and agreed timings; solo trips are not permitted.

3.2 Child Safeguarding Concerns

- Risks at public toilets include potential encounters with strangers, children wandering off, and children viewing the naked bodies of adults. This policy addresses how to mitigate these risks through vigilant supervision and specific procedures tailored to different age groups.

3.3 Roles and Responsibilities

- **Management:** to maintain and update this policy when needed, and to communicate the policy to all staff who may find themselves tasked with taking children to the bathrooms.
- **Educators and Staff (Teachers):** responsible for ensuring children are supervised according to this policy and never left unattended in public restrooms, and for taking children to the bathrooms in a timely fashion to avoid distress and accidents.
- **Parents:** informed of the toileting policy during orientations and required to ensure children understand and are comfortable with the procedures.

4. PROCEDURES BY AGE GROUP

4.1 General Procedures

- This policy applies to all Wildlings programmes and locations — including our Dempsey and West Coast Park sites, school venues, and public parks, beaches and islands. Where a venue provides dedicated child facilities and its own procedures (for example a school), those are followed with Wildlings staff supervising throughout.
- Teachers should never enter the toilet cubicle.
- Children must be supervised at all times and headcounts taken.
- Teachers should always supervise the children to the maximum extent possible given any location and circumstances.
- Teachers should never take the opportunity to use the toilet themselves, as it is impossible to supervise the children at the same time.
- Male children from Sunbirds and Hornbills should never go to the male bathrooms alone, regardless of external teacher supervision.
- The arrangements for toileting should be communicated to all children at the start of any new programme.
- Older children attending the toilet without a teacher should do so with a buddy, and should wait for their buddy to finish before exiting the toilets together.

4.2 Sprouts & Sunbirds (Ages 3–6)

- Must be accompanied by a female teacher to the female restrooms.
- The teacher enters the restroom area but never the individual cubicles.
- At Core Collective, the female teacher enters the restroom first, before the children, as the space is shared and adult females may be fully undressed.
- Children wait inside or just outside the restroom (depending on the space available) while maintaining visual and verbal contact with the teacher until all have used the facilities and washed hands.

- The group moves together to and from Wildlings' spaces or activity locations.
- Under no circumstances whatsoever is the female teacher to leave the children unsupervised.

4.3 Hornbills (Ages 6–8)

- May be accompanied by a male or female teacher.
- Male students use the male restroom only when a male teacher can supervise from the restroom entrance and when accompanied by at least one other child; otherwise, they use the female restroom with female teacher supervision inside or male supervision outside.
- Male teachers check the male bathrooms first before allowing children to use them, and exit the bathroom before the children enter.
- Female students always use the female restrooms.
- If a teacher has a mix of students, the students go to their respective male or female toilets, but a sole male student uses the female toilet.
- Teachers supervise for maximum visibility by standing where they can see both bathroom entrances, and monitor the area for suspicious behaviour.
- Teachers listen to the children and act if they require help, and intervene if a member of the public is seen to interact with any of the children in the bathrooms.
- The teacher waits for all of the group to finish and wash their hands before returning as one group to Wildlings.
- The teacher counts the children they are supervising and ensures all are present before leaving the bathroom area.

4.4 Eagles (Ages 8–11)

- Eagles children may go to the bathrooms unsupervised, but in pairs, if they are 8 years old or older.
- Male children use the male bathrooms and female children use the female bathrooms.
- At Dempsey, teachers let the children out the front gate and set their timers to five minutes. The latch at the top of the gate must be closed to prevent younger, smaller children from exiting the premises.
- At West Coast, children may be granted permission to leave Wildlings' private spaces, or their activity, to go directly to the bathrooms and return immediately.
- If the children have not returned in five minutes, teachers immediately begin to look for them, visiting the bathrooms first.
- If an Eagle is on their own, they are accompanied to the bathrooms by a teacher who remains outside.
- If Eagles request a teacher to accompany them for any reason, a teacher must do so.

4.5 Mixed Age Groups

- When mixed groups need to use the toilets, a dual supervision system is implemented. If insufficient staff are available, children are taken in batches, starting with the Sunbirds; Hornbills and Eagles may visit the bathrooms in one group. This is because the teacher must enter the bathrooms with the Sunbirds and therefore cannot stand outside to monitor the male bathrooms, the public, and the Eagles and Hornbills as they come and go.

5. REPORTING AND COMPLIANCE

- **Incident reporting.** Any incidents or deviations from the policy must be reported immediately to Wildlings management and recorded under the Accident and Incident Reporting Procedure. Serious

concerns are escalated to a Child Safeguarding Lead without delay and graded using the Child Safeguarding Policy severity scale.

- **Staff negligence.** Incidents of staff negligence are recorded in the Company's Incident Reporting Log for serious incidents.
- **Compliance.** Adherence to this toileting policy is mandatory for all staff and is monitored through regular reviews and updates to ensure effectiveness and safety.

This toileting policy is essential for protecting the wellbeing of all participants and staff involved in Wildlings outdoor education programmes, ensuring a safe and positive experience at all locations.