

## Intimate Care and Toileting Support Guidance

### Identify Needs

Before a child starts at a school, information should be gained from parents/carers about the routines in place at home, anxieties/behaviours associated with the delay, successful strategies in place, religious or cultural sensitivities, and agree terminology used for body parts and functions. School leaders should ensure professional advice has been gained and collated, to inform an **Individual Intimate Care Plan** for the child – an example is available at: <https://doverstls.co.uk/toileting-support/>

If appropriate, and with parental consent, a referral by the school may be made to the school nurse or the bladder and bowel team for further support.  
<https://www.kentcht.nhs.uk/forms/school-health-service-referral-form/>



### Organise Training

Any training needed by the school/setting should take place before the child starts. Specialised training may be required if the child uses a wheelchair, hoist or colostomy bag. It is important that any staff providing intimate care are **trained in Safeguarding**, and have had the relevant DBS checks.



### Organising Provision:

All adults assisting with intimate/personal care should be employees of the school or setting. This aspect of their work should be reflected in their job description.

The school should consider how it will provide an appropriate environment for changes, which ensures privacy for the child and is sufficiently spacious to accommodate any of the equipment the child may need, such as a changing bench or hoist.



### Resources:

Items of protective clothing, such as disposable gloves and aprons, should be provided by the school.

Special bins should be provided for the disposal of wet and soiled nappies/pads.

Consumable items (nappies, pads, wipes, etc.) would usually be provided by home.



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### Prepare Paperwork:

Once information is gathered, an Intimate Care Plan/Policy and Risk Assessment should be agreed with parents/carers and professionals involved. This should include a health and safety assessment for staff and child. Examples available from page 12 from the document in the following document:

<http://www.limpsfield.surrey.sch.uk/uploads/documents/Intimate-care-and-toileting-guidance.pdf>

- Schools should consider if **HNF** needs to be applied for. A delay in toileting independence may be an indication of other difficulties/ challenges. School should consider if overall provision reaches the £6,000 threshold? HNF can be applied for in Term 6 if the child is starting school in September.
- There is no legal requirement for two members of staff to be present for Intimate Care; however, for safeguarding reasons, schools may decide a second member of staff should be aware that a change is happening, and stay in the vicinity and visible or be within hearing distance to assist if required.
- It is likely that Intimate Care needs will need to be specified on the child's **Individualised Provision Plan**, usually as a sensory or physical outcome.
- Schools should consider having an **Intimate Care Policy** that is published on the **school website** and shared with parents/carers. Examples:  
<https://www.benenden-cep.kent.sch.uk/sites/default/files/Intimate%20Care%20Policy%202019.pdf>  
<http://www.fiveacrewood.co.uk/wp-content/uploads/2020/09/Intimate-Care-Policy-Parent-leaflet-Sept-2020.pdf>
- Good practice would include: schools working collaboratively with parents/carers and professionals to create an **Intimate Care Plan** (example: <https://doverstls.co.uk/toileting-support/> ). To be shared with all staff working with pupil, promoting independence where possible. This should be signed by professionals and parents/carers.
- It is good practice for the schools to **keep a Daily Record of Intimate Care** tasks undertaken (example: <https://doverstls.co.uk/toileting-support/> ). This may include the following information: date/ time/ wet/ dry/ soiled/ notes / observations/ fluid intake / medication given (if applicable), signature, etc.
- It is good practice for schools to **review the Intimate Care Plan at least annually**, with parents / carers and professionals, but more regularly, if required.
- School will need to consider adapting Intimate Care Plans for off-site visits, and activities such as swimming.



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### Prepare Visual Resources

Staff/parents may wish to share a Social Story with the child to help prepare them. Photos of the toileting area can be included, alongside the staff member/s responsible for individual care. Leaders may want to explore the use of visuals to support toileting; Makaton signs can be used where required. Resources are available from:

<https://doverstls.co.uk/toileting-support/>



### Resources

#### Downloadable resources:

[WCC-SEND-Toileting-Guidance.pdf \(pdnet.org.uk\)](#)

[Managing continence issues at nursery, school and college | ERIC](#)

[Managing Bladder and Bowel Issues in Nurseries, Schools and Colleges - guidance document \(PDF 1.2MB\)](#)

Staff/parents may wish to share a social story with the child to help prepare them <https://www.autism.org.uk/about/strategies/social-stories-comic-strips.aspx>. Photos of the toileting area can be included alongside the staff member/s responsible for individual care. Leaders may want to explore the use of visuals to support toileting. Makaton signs could be used to help support

#### Toilet Guide to help support all

[Toilet Training - Parent Guide](#)

