

Abertillery
Learning Community



INTIMATE CARE (TOILETING) POLICY

Policy:	Intimate Care (Toileting)
Age Range:	3-16
Type:	Non-Statutory
Sub Committee:	Relationships and Wellbeing
Governing Body Approval:	25 th March 2026
Review Date:	March 2027
Staff Lead:	J. Baker

Version Control

Version	Key Changes	Sub Committee Approval (Date)	Full GB Approval (Date)	Review Date
1.0			Feb 2024	Feb 2025
2.0	Updated to reflect new directives from the Local Authority	4 th March 2026	25 th March 2026	March 2027

Review

Monitoring, Evaluation and Review

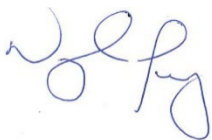
This policy will be reviewed annually, with any proposed amendments submitted to the Governing Body for consideration.

The Governing Body will monitor the application of this policy and associated procedures in order to ensure its continued effectiveness and compliance.

Headteacher:



Chair of Governors:



Date: 25th March 2026

Intimate Care (Toileting) Guidance

The aim of an Intimate Care (Toileting) Guidance is to ensure that wetting and soiling incidents are minimised, but when they do occur, they are dealt with in an appropriate manner.

This policy sets out the framework for supporting children with intimate care and toileting needs within the Abertillery Learning Community. **Effective from January 2025, this policy has been updated to reflect new directives from the Blaenau Gwent Education Directorate.**

The Intimate Care (Toileting) guidance applies to all children throughout the school as incontinence issues may occur at any age.

Further guidance in relation to toileting can be found in 'A Guide to Helping Early Years Settings and Schools Manage Continence' produced by ERIC (Education and Resources for Improving Childhood Continence).

Principles

This guidance encompasses the United Nations Convention of the Rights of the Child seven core aims for children and young people, which have been adopted by the Welsh Government:

- A flying start to life
- Access to education, training and employment
- To be healthy and free from exploitation
- Access to play, leisure, sporting and cultural activities
- To be listened to and treated with respect
- To live in a safe home and community
- To not be disadvantaged by poverty

In order to achieve this and to comply with the Equality Act 2010, all children must be treated as individuals and continence issues should be assessed on an individual basis.

Achieving continence is one of many developmental milestones and should not be considered more significant than any others. Educational establishments are expected to meet the individual needs of children with delayed personal development in the same way they would meet the needs of children with delayed language or any other kind of delayed development.

Children should not be excluded purely because of incontinence issues and we will work in partnership with parents and carers to address this issue in a positive and supportive manner.

Toileting Guidance

Admission

- No child will be refused admission to school based solely on incontinence issues.
- In line with the Equality Act 2010, any reasonable adjustments will be considered in order to meet the needs of an individual child.
- If a child has complex continence needs, an Intimate Care (Toileting) Plan may be required when they start school and relevant healthcare professionals will be closely involved in this process.

Procedures for Personal Care

- Children who are not fully continent will be prompted to use the toilet throughout the day.
- Children have access to toilet facilities at all times.
- For children with a medical need, personal care is delivered only by fully checked members of staff.
- Children are taught good hygiene practice in relation to their own personal care as they grow to independence.
- Warm water, soap and paper towels are available for children to wash their hands.
- Water temperature is controlled.
- Toilets are checked regularly and cleaned/disinfected, in line with infection control guidelines.

In the event of a toileting accident the following procedure will be followed:

- The child will be assisted in collecting additional clothing and supported to move to the toilets where they can change.
- They will be encouraged to change themselves.
- If the child is unable to change themselves, parents/ carers will be contact to attend and assist their child.
- If a child is attending school in a nappy, parents/ carers will be expected to attend and change their child. The only exception to this will be for children who are in nappies due to a medical need.

Medical needs must be accompanied by a letter from a consultant or a letter from your child health visitor, which must be shared with the school.

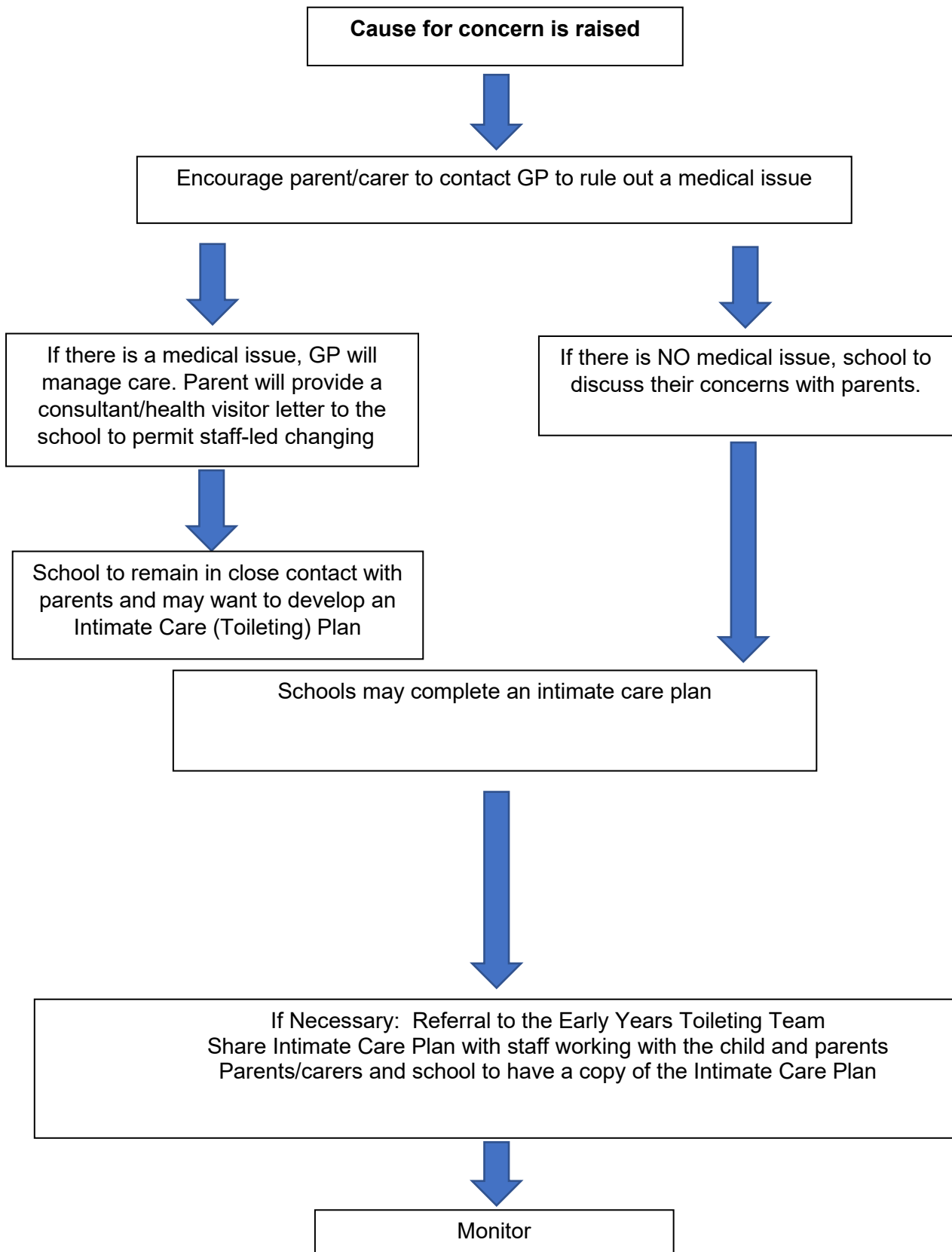
- Frequent episodes of soiling and/or wetting will be discussed with parents to establish the best course of action for the child (see Appendix 1 – Intimate Care (Toileting) Pathway).

If a child has a medical need, the following procedure will be followed in the event of a toileting accident:

- A member of staff will inform the teacher or another member of staff before they take the child to the toilet.
- Two adults to be present when changing a child. Safeguarding procedures must be adhered to at all times.
- The members of staff will ensure that the child's privacy and dignity is maintained throughout.
- All necessary equipment such as gloves, wipes, paper towels, nappy sacks/plastic bags, pants, trousers and socks, which will be provided by parents/carers, will be stored in the toilet area to enable staff to deal efficiently with the situation.
- Wet or soiled clothing will be removed and fresh clothing will be put on.
- Clinical waste will be disposed of appropriately.
- The changing area will be cleaned and disinfected after use.
- If the accident has occurred inside, or if the child had been sat on a piece of equipment, the remaining staff will ensure that the surfaces are cleaned and disinfected.
- The parent of the child will be informed discretely of the occurrence at the end of the session.
- In the event of significant wetting and/or soiling, parents/carers may be contacted to assist with the situation.

Intimate Care (Toileting) Pathway

Appendix 1



Appendix 2

EXAMPLE

Intimate Care (Toileting) Plan

It is advised that a care plan is completed for all learners who have toileting delay/Constipation with or without a medical condition, that affect their day at school. As the care plan is a working document designed to assist school, this should include all the information they require. It should be completed by schools with the parents/carers and involve the relevant professionals. If school settings have any concerns with the child's condition or treatments, please consult with the School health Nursing Team, Early Years Toileting Team or relevant professional.

Name of School.....

Child's/young person's details

Child's name	
Date of Birth	
Year group	
Home address	
School	
School address	

Date of plan:

Planned review date:

(The plan should be reviewed at least 6 weekly or more frequently if the child's situation changes)

Name of person(s) completing plan and their role:

.....
.....
.....
.....

Family contact information

Name		
Relationship to child		
Telephone number	Home: Work: Mobile:	
Email		
Address if different to child		
Name		
Relationship to child		
Telephone number	Home: Work: Mobile:	
Email		
Address if different to child		
Siblings' names		

Health contacts

School Health Nurses Early years Toileting Team	
Consultant	
General Practitioner	
Health Visitor	

Description of child

Give brief details of child's interests, behaviour and relevant conditions, e.g. speech and language, mobility, toileting need.

Description of toileting support needed

Goals for toileting management

Describe how the child's bladder and bowel health is going to be promoted and maintained and how potential and independence are going to be appropriately promoted. You may include goals for parents, child and /or staff depending on individual needs.

Medication

Details of medication. If any medication needs to be taken in the school/ early Years Setting refer to the policy and follow the procedures.

Details of help required for personal care, who will provide this, where and how?

Arrangements for sporting activities, school visits/trips etc

Name of parent/carer

.....
.....

Signature of parent/carer

Date

Name of school representative

.....
..

Role/job title of representative

.....

Signature of representative

Date

Name of child/young person

.....
.....

Signature of child/young person (if appropriate).....

Date



Toileting - Intimate
Care Plan.docx

Further advice and support

[Managing bladder and bowel issues in nurseries ... - Bladder & Bowel UK](#)

Occupational Health Toileting Newsletter – Aneurin Bevan

Gwent - Early Years Toileting Team

Toileting for pupils with healthcare needs

[Supporting learners with healthcare needs: quick guide for support ...](#)

[Healthcare Needs Leaflets - Welsh Government](#)

[Supporting learners with healthcare needs: healthcare needs policy ...](#)

[Supporting learners with healthcare needs | GOV.WALES](#)

[Supporting learners with healthcare needs: template forms](#)

Blaenau Gwent policies

Blaenau Gwent Personal Care (Toileting) Policy 2022

Blaenau Gwent toileting Guidance for Schools.

Pupils with ASD

[Toileting - National Autistic Society](#)

[Toileting and autistic children - National Autistic Society](#)

[Advice and guidance - National Autistic Society](#)

Appendix 3

Education Directorate / Cyfarwyddiaeth Addysg

Our Ref./Ein Cyf. LM-M/3.12.24
Your Ref./Eich Cyf.
E: luisa.munro-morris@blaenau-gwent.gov.uk
T:
Date:/ Dyddiad: 03rd December 2024



Private & Confidential

Dear Parent/Guardian,

Re: Nappy changing in school

I hope this letter finds you well. I am writing to inform you about an important policy change that will be implemented across Blaenau Gwent schools starting January 2025.

From January 2025, if a child is attending school in a nappy, parents will be expected to come in and change their child. The only exception to this policy will be for children who are in nappies due to a medical need, which must be accompanied by a letter from a consultant. This letter will need to be shared with the school.

The reason for this policy change is due to the high number of children in our nursery and reception classes who require nappy changes. This situation has led to our staff spending a significant amount of time changing children, which is adversely impacting teaching and learning. By implementing this policy, we aim to ensure that our staff can focus more on educational activities and provide a better learning experience for all our children.

We understand that this change may require some adjustments, and we appreciate your cooperation and understanding.

Thank you for your continued support.

Yours sincerely,

A handwritten signature in black ink that reads "L. Munro-Morris".

Dr. Luisa Munro-Morris
Corporate Director of Education / Cyfarwyddwr Corfforaethol Addysg
Education Directorate / Y Gyfarwyddiaeth Addysg
Blaenau Gwent County Borough Council / Cyngor Berdeistref Sirol Blaenau Gwent

