

# WESTFIELD COMMUNITY SCHOOL



# Intimate Care Policy

January 2026

## **Westfield Community School**

This school is an inclusive community that welcomes and supports pupils with medical conditions. This school provides all pupils with any medical condition the same opportunities as others at school.

### **Aims**

We will help to ensure that pupils can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

This policy will ensure that all staff and parents are aware of the practice and procedures followed for those children in school who require intimate care.

### **Definition**

Intimate physical care is seen as the physical assistance/supervision necessary to help a child fulfil their functions in terms of personal/social needs and access the curriculum.

Situations may include:

1. Assisting children using the toilet
2. Providing necessary physical assistance and support to individual children during PE/practical activities; including therapy programmes set by relevant health professionals
3. Dressing/undressing in the context of swimming/ PE, sickness, accidents, the development of self-help skills and during residential holidays
4. The moving or transferring of certain children in a variety of situations from chair to floor, from wheelchair to toilet etc

### **Additional toileting needs**

Frequent reminders and opportunities are in place for some children who need to be further encouraged to use the toilet in a dignified and respectful way.

Children are allowed to go to the toilet on request at any time during the day.

Volunteers/ supply staff and trainees are not allowed to change children.

We feel that it is important that children wear their own uniform. Parents are asked to supply a spare set of clothes and extra underwear for school, in case of accidents, as part of an ongoing plan.

We do have spare uniform which parents are asked to wash and return to school the following day.

## **Policy Statements**

1. Physical handling will vary according to the child's individual education, physical and therapy needs.
2. Daily care routines may be a part of the child's education. These will promote the development of self-help skills and independence; a plan supports these ongoing needs. This plan is clear and transparent between home and school, signed by both parents/ carers and staff involved who are all named within the plan.
3. Children are handled with care, confidence, respect and reassurance. During care routines pupils and staff will talk about what is happening to enable them to anticipate, understand and participate in care procedures.
4. Intimate handling is always undertaken with the utmost regard for the child's dignity, the right for privacy and with respect for confidentiality.
5. In the event of a child having an accident, they will be offered the opportunity to clean and change independently. A phone call will be made home for changes of clothes and/or the opportunity for parents to come and clean/ change their child. If school cannot contact parents/ carers, staff will support the child in cleaning, changing and provide clean clothes where applicable.
6. Where intimate care procedures are carried out, staffing levels are adequate and overseen by familiar staff when possible.
7. Staff will seek advice if they are unsure about care routines and intimate care plans.
8. Children will be encouraged to be independent, and their privacy respected.
9. Staff are aware of placing themselves in vulnerable situations. They should seek support, if necessary. Where staff are concerned about a child's actions or comments whilst carrying out intimate care procedures, this will be recorded and discussed with the lead/ deputy lead for safeguarding immediately.
10. If during daily care routines, unexplained marks or bruises are noticed these will be reported in accordance with the Safeguarding Policy.

## **Toileting Procedures**

1. Disposable gloves are available.
2. Changing beds can be adjusted to height or person changing, this can be found in foundation phase.
3. Aprons to be worn.
4. Gloves to be worn when changing a child who has soiled.
5. Privacy needs to always be encouraged.
6. No child is to be left unattended on the changing bed.
7. Intimate care plans are to be followed, where applicable.
8. Wash hands/gloves in between changes.
9. Change gloves after dealing with a child who has soiled.
10. Paper towels only in bathroom waste bin.
11. All nappies/gloves/wipes to be placed in Sanibin.
12. Disinfect changing beds in between every change.
13. Gloves to be kept in toilets as appropriate.
14. Any soiled clothes should be sent home in a carrier bag.
15. All staff and children are required to wash their hands at the beginning and the end of each procedure.
16. Children are encouraged to become independent in intimate care over time, where appropriate.

This policy should be read in accordance with Safeguarding Policy.