



St Leonard's

C of E Primary School

Intimate Care Policy

This policy was written in:	September 2025
To be reviewed:	September 2028
By:	Kay Proctor & Sally Walsh

'A new commandment I give you: love one another. As I have loved you, so you must love one another.'

John 13:34

With God's help, we will be inclusive, independent, inquiring and inspirational.

- We will be inclusive by loving all and embracing differences so that all are treated with dignity and respect.
- We will be independent by persevering and encouraging everyone to be the best they can be, working together as a nurturing, Christian family.
- We will be inquiring by asking questions so that we grow in mind, body and spirit, learning about God's wondrous, diverse world.
- We will be inspirational by following Jesus' example, making a positive difference in the lives of others through love.

Introduction

The Governors and staff take seriously their responsibility to safeguard and promote the welfare of the children and young people in their care. Meeting a pupil's intimate care needs is one aspect of safeguarding. Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs.

School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

School recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare

and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parent/carers to share information and provide continuity of care.

Best Practice

- Staff who provide intimate care are fully aware of best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate.
- Where a pupil has a physical need, training will be provided to staff involved in this child's intimate care.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Careful communication with each child, with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences.
- Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.
- Staff will encourage each child to do as much for his/herself as possible.
- Children who require regular assistance with intimate care have written care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer. Any historical concerns (such as past abuse) should be noted and taken into account.
- Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg: has had an 'accident' and soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person - telephone or verbally.
- Every child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many staff members might need to be present when a child needs help with intimate care.
- There will always be two members of staff present when intimate is given to safeguard both the child and the staff members.
- Wherever possible the child will be cared for by the same adults. This will ensure, as far as possible, that the dignity of the child is maintained.

Physiotherapy

- Children who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly.
- School staff must not devise and carry out their own exercises or physiotherapy programmes.
- Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

Medical Procedures

- Children with disabilities might require assistance with invasive or non-invasive medical procedures. These procedures will be discussed with parents/carers, documented in the care plan and will only be carried out by staff who have been trained to do so.
- Any members of staff who administer first aid will be appropriately trained. If an examination of a child is required in an emergency situation two members of staff will be present.

Record Keeping

- A record will be kept on CPOMS every time a child has physiotherapy or requires assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present.
- These records will be kept in the child's online file and available to parents/carers on request.

Cleaning and hygiene

- Staff to ensure that any soiled clothing is double bagged and returned to parents at the end of the school day or when collected.
- Staff to ensure that all equipment, furniture and affected areas used by the child or for the delivery of intimate care have been thoroughly disinfected immediately following an incident.
- Due to the complexity of some incidents, where further cleaning maybe required, these need to be reported to the site cleaning staff via the site book so they can be addressed immediately upon their arrival to site.
- Aprons, gloves, wipes and bags are provided in the first aid boxes.