



BELMONT SCHOOL
 (Additionally Resourced Mainstream School)

Intimate Care Policy
September 2025



<p>UNCRC Article 19 - Every child has the right to protection Global Goal 3 - Good Health and Well-being Ensure healthy lives and promote well-being for all at all ages Global Goal 10 - Reduced Inequalities Reduce inequality within and among countries.</p>	
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Date Ratified	15 th July 2025
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Intimate Care Policy - Belmont School

Safeguarding Statement

Belmont School is fully committed to meeting its responsibility to protect and safeguard the welfare of children and young people in its care. We recognise the important part we have to play in identifying children and young people at risk of abuse and neglect and in securing appropriate support for them and their families.

All staff at Belmont understand that safeguarding children is everyone's responsibility. We will:

- Provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- Always act in the best interests of the child, taking their wishes and feelings into account.
- Ensure that all staff and volunteers are recruited using robust 'Safer Recruitment' processes (See Belmont School's Safer Recruitment Procedures).
- Require any member of staff who has a concern about a child's welfare to follow the referral process set out in our safeguarding policies.
- Where there is a safeguarding concern, take the child's wishes and feelings into account at all stages of the process of intervention.
- Ensure that children who have been abused or neglected will be supported in line with a child protection plan.
- Work with parents/carers to build a supportive relationship and be clear about our Safeguarding and Child Protection Procedures and in particular, when we may need to refer concerns to other agencies.

Staff will be supported by:

- Regular training in personal care (e.g. health and safety training in moving and handling) in accordance with the specific needs of the pupils in their care.
- Staff will be fully aware of best practice regarding infection control, including training in appropriate Personal and Protective Equipment (PPE).
- There will always be at least two members of staff present when intimate care is being delivered.
- Staff will be made aware of the intimate care needs of all pupils who they are expected to provide intimate care for and will be able to access intimate care plans where appropriate.

Defining Intimate Care

Intimate Care is any care which involves washing, touching, changing or carrying out an invasive procedure that younger children are not developmentally able to do independently, for example:

- Dressing
- Changing soiled or wet clothes
- Changing a nappy or pull up
- Toileting
- Washing
- Application of topical medicines (e.g. sun creams, eczema creams)
- First aid and medical assistance.

Principles of Intimate Care

The provision of personal care may be routine in the EYFS and KS1 setting for some of the youngest children who have not yet been fully toilet trained. It is also part of the routine care for some children with a special educational need or disability (SEND). However, the need for personal care occurs from time to time for other children in the School.

The following are the fundamental principles of intimate care upon which our policy guidelines are based.

Every child has the right:

- To be safe;
- To personal privacy;
- To be valued as an individual; to be treated with dignity and respect
- To be involved and consulted in their own intimate care to the best of their abilities;
- To express views on their own intimate care and to have such views taken into account
- To have levels of intimate care that are appropriate and consistent.

Delivering Intimate Care

When a child requires intimate care, the member of staff caring for the child will notify another member of staff of the task being undertaken, and it will then be recorded using the Intimate Care tag on Medical Tracker. If a child has very regular intimate care (multiple times per day), a weekly log can be kept and then uploaded to Medical Tracker at the end of each week.

If a child requires regular intimate care (on a daily basis), an intimate care plan (see appendix 1) will be written, alongside parents and a member of the Extended Senior Leadership Team (ESLT) and/or the SENDCo. For children who require intimate care on one-off occasions or infrequently, an intimate care plan will not be required. All intimate care plans will be uploaded and accessible through Medical Tracker and/or CPOMS. Intimate care plans will be reviewed as and when required and are working documents, therefore will be updated as progress is made.

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, pointing, etc.

To ensure effective communication:

- Make eye contact at the child's level;
- Use simple language and repeat if necessary;
- Wait for response;
- Continue to explain to the child what is happening even if there is no response;
- Treat the child as an individual with dignity and respect.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. she/he will immediately report concerns to the appropriate person for child protection. A clear record of the concern will be completed and referred on if necessary (see Safeguarding and Child Protection Policy).

Procedure for changing pupils – after soiling/getting clothes wet/dirty and/or changing nappies or pull-ups:

(Where a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child)

Ensure:

- You have told another member of staff that you are involved in an intimate care procedure.
- Ensure the privacy of the child is considered.
- Ensure two members of staff are present if there will be direct physical contact with the child. When delivering intimate care, ensure this takes place away from others.
- Ensure both members of staff are wearing appropriate personal protective equipment (PPE), if they are both delivering the intimate care. When only one staff member is required to deliver the intimate care, the other staff member will act as a witness.
- Encourage the child to remove clothing from lower body first and to do it independently.
- Provide help or assistance only when, and if needed.
- Wash/clean as required – again encourage the child to do this independently using wet wipes. Ensure lower regions are covered before removing garments from upper body (if necessary).
- When nappy changing, ensure the skin is clean and dry. Dispose of any waste in a nappy bag and place in the appropriate bin.
- Give the child the clean clothes (provided by the parents/carers, as stated in the child's intimate care plan). If the child does not require an intimate care plan, parents will be contacted to bring clothes if none can be found.
- Encourage the child to dress themselves. Provide help and assistance as appropriate/required.
- Put the wet or soiled clothes in a plastic bag and ensure the child takes them home at the end of the day. Inform parents/carers at the end the school day or if appropriate, by telephone call.
- Child must then wash their hands, with soap or gel.
- Remove PPE and wash your hands. Dispose of these in the appropriate bin.
- Record on Medical Tracker, alongside initials of staff present, date and time.

Personal and Protective Equipment

When delivering intimate care, staff must follow procedures which will prevent and control any risk of the transmission of any other disease.

When delivering personal care, staff must use the appropriate PPE, which includes gloves, face mask and apron, and then dispose of the PPE using the appropriate bin. Single-use PPE must be disposed of for each time intimate care is delivered.

Our PPE guidance is in accordance with the government guidance:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrensocial-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-theuse-of-personal-protective-equipment-ppe>

Responsibilities

The school leadership will:

- Ensure that staff will receive on-going training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid/ child protection procedures; and other aspects of Intimate Care.
- Keep a record of training undertaken by staff and to ensure that refresh and updating training is provided where required.
- Provide Induction programmes for all new staff and to ensure that all new staff are familiar with the school's Intimate Care policy and relevant Intimate Care procedures.

All staff will:

- Be familiar with the Intimate Care policy/procedures.
- Adhere to health and safety and intimate personal care policies and procedures and must report any health and safety concerns to management within the school.
- Designated staff will liaise with parents/carers and other appropriate services over the development and implementation of the agreed Intimate Care Plans and Procedures. See appendix 1 for Intimate Care Plan template.
- Designated staff will liaise with other professionals regarding specific aspects of Intimate Care if appropriate.

Parents will:

- Ensure the school is provided with adequate supplies (including wipes and nappy bags) and changes of clothes.
- Liaise regularly with the school regarding care arrangements.