

INTIMATE CARE POLICY

This policy applies to the whole school

The Policy is available to the school staff on the 'Staff Shared'

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of Landon school. All our school policies support our approach to safeguarding (pupil protection). Our fundamental priority is our pupils and their wellbeing; this is first and foremost.

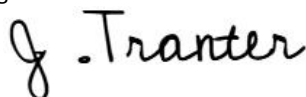
Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this via the signing of their employment contract.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Proprietor and Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements, and it will be made available to them in writing or electronically.

Policy Agreed: September 2025
Date Published: September 2025
Next Review: September 2027

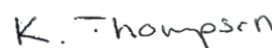
Signed:

Handwritten signature of Mr. Jody Tranter in blue ink.

Mr. Jody Tranter
Headteacher

Handwritten signature of Mr. Andy Thompson in blue ink.

Mr. Andy Thompson
Proprietor who is the Chair of the Advisory
Board

Handwritten signature of Katie Thompson in blue ink.

Katie Thompson
Proprietor's agent

1. Introduction

Landon School recognises that some pupils with autism and severe learning difficulties require support with intimate personal care throughout the school day. This policy has been developed to safeguard the rights and welfare of pupils and to provide guidance to staff whose role involves the provision of intimate care.

The school is committed to ensuring that all staff responsible for intimate care of pupils are appropriately trained and fully aware of their responsibilities, including safeguarding procedures.

2. Definition of Intimate Care

Intimate care can be defined as any care which involves washing, or making physical contact, to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment.

Intimate care tasks specifically include:

- Supporting with toileting and changing
- Changing nappies or incontinence pads
- Supporting with dressing and undressing
- Supporting with bathing or showering (on residential trips or as needed at school)
- Providing support for menstrual care
- Administering treatment to intimate parts of the body
- Supporting with eating when there is a risk of choking

3. Our Approach to Best Practice

Landon School is committed to ensuring that all intimate care is carried out with respect to the child's dignity, rights, and independence. Our approach is based on the following principles:

- Every pupil has the right to be safe and to be treated with dignity and respect
- Pupils will be supported to achieve the highest level of independence possible given their age, abilities, and individual circumstances
- Pupils will be involved in their own intimate care as far as possible, and their wishes and feelings will be respected
- The pupils' safety and welfare are paramount
- Staff will work in partnership with parents/carers to provide continuity of care
- Individual intimate care plans will be drawn up for pupils as appropriate
- Intimate care will only be completed by staff deemed as 'safe helpers' in line with the school's implementation of SoSafe! RSHE teaching.

4. Partnership with Parents and Carers

Partnership with parents and carers is essential in providing the best care for pupils. The school will work closely with parents/carers to ensure that:

- Written consent is obtained from parents/carers before any intimate care procedures are undertaken as part of Landon's admissions process.
- Parents/carers are consulted about their child's individual needs and preferences, initially during the transition meeting within one half-term of enrollment (or when needs become apparent if after this period)
- Communication is ongoing regarding any changes to the child's care requirements
- Details of personal and/or intimate care are agreed in learner's individual risk assessments and shared with parents/carers (see details below). Parents/carers are informed immediately if any concerns arise
- Cultural and religious sensitivities are respected and accommodated wherever possible

5. Individual Intimate Care Plans

An Individual Intimate Care Plan will be included in individual risk assessments for each learner who requires intimate care. This plan will be developed in consultation with parents/carers and will include:

- Specific intimate care needs (including medical conditions or allergies relevant to intimate care)
- Equipment required
- Preferred methods and procedures
- Level of support required and expected level of pupil participation
- Cultural or religious considerations
- Arrangements for residential trips or off-site activities
- Individual risk assessments (including Intimate Care Plans) will be reviewed at least termly, or more frequently if the child's needs change, and will be stored confidentially.

6. Safeguarding and Child Protection

The school recognises that pupils who require intimate care may be particularly vulnerable. All intimate care procedures will be undertaken with safeguarding as a priority.

Safeguarding measures include:

- All staff providing intimate care have enhanced DBS checks and appropriate safeguarding training
- Staff follow the school's Child Protection and Safeguarding Policy at all times
- Where outlined in pupil individual risk assessments/ care plans, two members of staff will be present during intimate care procedures, or care will be provided within sight or hearing of another member of staff
- Intimate care will be provided in appropriate facilities that ensure privacy whilst maintaining safety
- Any marks, bruises, or injuries discovered during intimate care will be recorded and reported in accordance with the school's safeguarding procedures
- Any concerns about a child's wellbeing or behaviour will be reported to the Designated Safeguarding Lead (or Deputy Designated Safeguarding Lead(s)) immediately
- Any allegations against staff will be dealt with in accordance with the school's Allegations Management procedures and local safeguarding partnership guidance

7. Staff Training and Support

All staff involved in intimate care will receive:

- Induction training on intimate care procedures and this policy
- Child Protection and Safeguarding training (updated annually)
- Training specific to the individual needs of pupils they support
- Manual handling training as part of staff induction Educare courses
- Health and safety training including infection control and use of PPE as part of staff induction Educare courses

- Autism-specific training to understand sensory sensitivities and communication needs
 - Regular supervision and opportunities to discuss concerns or challenges
- Staff will be supported to maintain professional boundaries whilst providing compassionate, respectful care.

8. Procedures for Intimate Care

8.1 General Procedures

Staff will:

- Always treat pupils with dignity and respect
- Involve the pupil as much as possible in their own care and scaffold opportunities for later independence
- Use the pupil's preferred communication method to explain what is happening
- Use appropriate language and avoid baby talk
- Work as quickly and efficiently as possible whilst maintaining gentle, person-centred care
- Respect the pupil's privacy by drawing curtains or closing doors
- Use visual supports, social stories, or other autism-friendly strategies to support understanding
- Respect sensory sensitivities (e.g., temperature of wipes, preferred products)
- Wear appropriate PPE including gloves (and aprons if necessary)
- Follow safe manual handling procedures
- Never leave a pupil unattended in a bathroom
- Ensure soiled items are disposed of appropriately

8.2 Toileting and Changing Procedures

Step 1: Preparation

Gather all necessary equipment: nappy/pad, wipes, disposable gloves, apron (if needed), spare clothes, disposal bag.

Step 2: Communication

Explain to the pupil what is going to happen using their preferred communication method (verbal, visual, Makaton, object of reference, etc.).

Step 3: Privacy

Take the pupil to the designated intimate care facility. Close doors whilst ensuring another member of staff is aware and nearby (if more than 1:1 support is outlined in intimate care plans)

Step 4: Support

Put on gloves (and an apron if required). Support the pupil in line with their intimate care plan. Remove soiled nappy/pad and clean the area gently. Encourage the pupil to help where possible. Apply clean nappy/pad. Support the pupil to dress.

Step 5: Hygiene

Support the pupil to wash their hands. Remove gloves (and apron) and dispose of appropriately. Wash your own hands thoroughly.

Step 6: Recording

Record the intimate care intervention on the Intimate Care Record, noting time, staff involved, and any concerns.

8.3 Menstrual Care

For pupils who require support with menstrual care, the school will work closely with parents/carers to develop an appropriate support plan. This will include:

- Products preferred by the pupil and family
- Level of support required
- Use of visual supports or social stories to support understanding
- Pain management strategies agreed with parents/carers
- Emergency contact if the pupil experiences significant discomfort or distress as part of pupil records
- Ensuring dignity and privacy is maintained at all times
- Same-gender staff providing care wherever possible

9. Health and Safety

9.1 Infection Control

To minimise the risk of infection:

- Staff will wear disposable gloves and aprons for all intimate care procedures
- Hands must be washed thoroughly before and after providing intimate care
- Disposable wipes will be used and disposed of immediately
- Soiled nappies, pads, and wipes will be double-bagged and placed in designated bins
- Any blood or bodily fluids will be cleaned up immediately following the school's infection control procedures
- Staff with open wounds or skin conditions should cover these appropriately or refrain from intimate care

9.2 Manual Handling

Staff will receive manual handling training via Educare as part of staff induction and will follow safe moving and handling procedures at all times. Risk assessments will be completed for pupils

who require physical support during intimate care, and appropriate equipment (e.g., hoists, changing tables) will be provided where needed.

9.3 Equipment and Facilities

The school provides:

- Designated toileting spaces that facilitate support during intimate care routines Accessible toilets with appropriate support equipment
- Adequate supplies of gloves, aprons, wipes, and disposal bags
- Appropriate bins for disposal of intimate care waste
- Privacy screens where appropriate
- Hand washing facilities in all intimate care areas

10. Recording and Monitoring

An Intimate Care Record will be maintained for each pupil requiring intimate care. This record will include:

- Date and time of care provided
- Names of staff involved
- Type of care provided
- Any concerns or unusual observations
- Pupil's response to care

These records will be stored confidentially and will be available for review by parents/carers, the Headteacher, and relevant external agencies if required.

Any concerns identified during intimate care (physical marks, behavioural changes, distress, etc.) must be reported immediately to the Designated Safeguarding Lead and recorded using CPOMS.

11. Communication with Pupils

Given that our pupils have autism and may have communication difficulties, the school will ensure that:

- Staff use each pupil's preferred communication method (verbal, visual supports, Makaton, AAC devices, etc.)
- Visual timetables include intimate care times where appropriate
- Social stories are used to prepare pupils for intimate care procedures
- Now and Next boards are used to support transitions to intimate care
- Pupils are given time to process information and respond
- Communication aids are available in intimate care areas
- Staff are trained to recognise and respond to non-verbal communication and signs of distress
- Pupils' preferences and dislikes are recorded and respected

12. Promoting Independence

The school is committed to promoting independence in all areas of learning and personal development. For intimate care, this means:

- Individual Intimate Care Plans will include targets for increasing independence
- Staff will encourage pupils to participate in their own care as much as possible
- Skills will be taught systematically using appropriate strategies (task analysis, modelling, prompting, etc.)
- Progress will be celebrated and reinforced
- Regular reviews will ensure targets are appropriate and achievable
- Transitions towards independence will be gradual and sensitively managed

13. Confidentiality

All information relating to intimate care is confidential and will only be shared with those who need to know (staff directly involved in the pupil's care, parents/carers, and relevant external agencies where appropriate).

Intimate Care Plans and records will be stored securely in accordance with the school's Data Protection Policy and GDPR requirements.

Staff will be reminded regularly of the importance of confidentiality and professional boundaries.

14. Complaints

If a parent/carer has concerns about intimate care provision, they should initially discuss these with the class teacher or Family Liaison Officer. If concerns remain unresolved, the school's Complaints Policy should be followed.

The school takes all concerns seriously and will investigate thoroughly, making any necessary changes to practice or procedures.

15. Policy Review

This policy will be reviewed annually by the Senior Leadership Team, or sooner if required by changes in legislation, guidance, or school circumstances.

The policy will also be reviewed following any incident or concern related to intimate care provision.