



**LISAL**

LANCASTER INDEPENDENT SCHOOL  
FOR ALTERNATIVE LEARNING

# Intimate Care Policy

Version date: Spring Term 2025

Document review period: Spring Term 2027



## Principles

This policy is founded on the following principles:

- **Child rights:** Every child is entitled to safety, privacy, dignity, and respect.
- **Participation:** Every child should be involved in decisions about their own intimate care, according to their ability, and have their views considered.
- **Consistency:** Intimate care should be consistent, appropriate, and tailored to each child's needs.

LISAL adheres to the *Education Act 2002* (Section 175), **KCSIE 2025** (effective 1 Sep 2025), and *Working Together to Safeguard Children 2023*, including updated definitions of “safeguarding,” early help thresholds, exploitation, and unexplainable or persistent school absences.

Parental consent for intimate care is obtained on admission and reviewed annually. Staff collaborate closely with parents/carers to maintain continuity and respect for each child's preferences.

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## Definition

Intimate care involves assisting with tasks related to personal hygiene and bodily functions that a child may not be able to perform independently due to age, disability, or additional need. Examples include:

- Toileting or continence care
- Menstrual care
- Washing, dressing, or supervising intimate self-care

Intimate care can be a one-off incident or part of an ongoing care plan.

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### Related Policies

- **Safeguarding & Child Protection Policy** (aligned with KCSIE 2025)
  - **SEND & Inclusion Policy**
  - **Health & Safety Policy**
  - **Medical Conditions in School Policy**
  - **Staff Handbook & Code of Conduct**
  - **Whistleblowing Policy**
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### Procedures

- All pupils are expected to keep a change of clothes in school.
- Ongoing needs (e.g. continence support) require a written **Individual Health Care Plan (IHCP)**, agreed with parents/carers and professionals. A risk assessment addressing handling and safeguarding must be included.
- Children with continence needs should supply wipes and disposal bags.
- **Positive Behaviour Support** principles apply—children are not punished for accidents.
- Staff receive training in first aid, infection control, and intimate procedures.
- Staff use PPE (gloves, aprons) and follow strict hygiene protocols (disposal, cleaning, and confidentiality).
- Children are encouraged to take as much responsibility for self-care as possible, in line with their autonomy and development.
- Consent is obtained from the child in an appropriate manner before performing intimate care tasks.
- If no IHCP is in place, parents/carers are informed on the same day via call or sealed note.



- Privacy is safeguarded by limiting staff presence. Where possible, two trained adults familiar with the child should support ongoing care. Mobile phones, cameras, and recording devices are strictly prohibited during care.
  - Staff must inform a colleague before assisting one-to-one. In emergencies or concern, the **Designated Safeguarding Lead (DSL)** must be informed immediately.
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### Child Protection

- Children with disabilities or special needs may be particularly vulnerable and require additional safeguards.
  - Our updated Safeguarding and Child Protection Policy incorporates guidance on “child-on-child abuse” and outlines reporting obligations, including mandatory reporting duties
  - Any concerns—such as marks, bruising, or distress—must be reported immediately to the DSL and recorded in writing.
  - If a child expresses discomfort with a staff member during intimate care, staff must stop and report this to the DSL, who will take appropriate action and involve parents/carers.
  - Allegations against staff will be managed under the Safeguarding policy.
  - Whistleblowing channels remain available for all staff.
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### Medical Procedures

Invasive and non-invasive medical procedures—such as rectal medication, catheter or stoma care—are permitted only under a formal IHCP and must be performed by appropriately trained staff.

First aid that requires removal of clothing must include another adult, if practicable, while maintaining the child’s privacy and dignity.

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### Staff Responsibilities

- All staff have a duty of care and may be called upon to support a pupil's intimate care.
- Encourage the child to manage as much as possible independently.
- Always explain actions before assisting.
- If a child resists, stop immediately, make them safe, and contact parents/carers to assist.
- If the child consents, keep physical contact minimal and purposeful.
- Provide spare school clothing as needed; laundered items should be returned promptly.
- Soiled clothing should be sealed in a hygienic bag and sent home.
- Dispose of waste correctly and use PPE as required.



**Parental Permission for Intimate Care**

Should it be necessary, I give permission for my child \_\_\_\_\_

to receive Intimate Care (e.g. help with changing, comforting or following toileting).

- I understand that staff will endeavour to encourage my child to be independent.
- I understand that I will be informed discretely should the occasion arise.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

