

ALP Sittingbourne

Intimate Care Policy

April 2026





Statement:	
This statement was approved:	
This statement will be reviewed:	

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1. Principles and Legal Framework

ALP Sittingbourne is committed to safeguarding and promoting the welfare of children in line with statutory guidance, including Keeping Children Safe in Education (KCSIE) and Ofsted's Education Inspection Framework.

The Executive Board ensures that:

- Safeguarding is effective and embedded across all practices
- All staff understand that safeguarding is everyone's responsibility
- Pupils are protected from harm, abuse, and neglect

Intimate care is recognised as a regulated activity and a key safeguarding responsibility.

This policy operates in line with:

- KCSIE
- Working Together to Safeguard Children
- Equality Act 2010
- Health and Safety legislation

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Whistleblowing Policy
- SEND Policy
- First Aid and Medicines Policy

All staff delivering intimate care must:

- Be appropriately trained
- Follow safeguarding procedures at all times
- Understand professional boundaries

2. The Child's Rights

In accordance with safeguarding principles and Ofsted expectations, ALP Sittingbourne ensures that every child:

- Feels safe and protected from harm
- Is treated with dignity and respect
- Has their voice heard and valued
- Is involved in decisions about their care (where appropriate)
- Has their privacy upheld

The school promotes a child-centred approach, ensuring that all decisions prioritise the best interests of the child.

3. Definition of Intimate Care

Intimate care includes any activity involving personal care of intimate areas, including:

- Toileting and continence support
- Menstrual care
- Washing and hygiene
- Dressing/undressing
- Assistance with medical procedures
- Supervision of self-care

Some pupils require this support due to:

- Age
- Disability
- Special educational needs
- Medical conditions

4. Safeguarding and KCSIE Expectations

In line with KCSIE, ALP Sittingbourne ensures that:

- All staff are trained in safeguarding and understand indicators of abuse
- Staff maintain professional curiosity and remain vigilant
- All concerns are reported immediately to the Designated Safeguarding Lead (DSL)
- Accurate records are maintained

Safer Working Practice

Staff must:

- Maintain appropriate professional boundaries
- Avoid situations that could be misinterpreted
- Ensure transparency when providing one-to-one care
- Inform another adult before providing intimate care

No staff member will:

- Use personal devices during intimate care
- Be alone in situations without appropriate awareness or safeguards

5. Best Practice for Staff

5.1 Care Planning

- Pupils requiring support will have:
 - Individual Healthcare Plans (IHPs)
 - Intimate Care Plans
- Plans are developed with:
 - Parents/carers
 - Professionals
 - The pupil (where appropriate)

Plans are:

- Reviewed annually or sooner if needed
- Risk-assessed for all environments (including trips)

5.2 Communication and Consent

- Staff will:
 - Explain actions clearly
 - Seek consent where appropriate
 - Use communication methods suitable to the pupil

5.3 Record Keeping

- All intimate care interventions must be recorded, including:
 - Date and time
 - Staff involved
 - Nature of care
 - Any concerns

Records are:

- Stored securely
- Available to parents/carers where appropriate

5.4 Promoting Independence

- Pupils are encouraged to:
 - Develop independence
 - Participate in their own care

5.5 Staff Training and Safety

Staff must:

- Receive appropriate training (e.g. manual handling, infection control)
- Use PPE appropriately
- Follow hygiene procedures

Only staff who have:

- Undergone safer recruitment checks (including enhanced DBS)
- Received appropriate training

5.6 Privacy, Dignity and Equality

The school ensures:

- Minimal staff involvement during care
- Respect for gender preferences (where possible)
- Consideration of cultural and religious beliefs
- Equal access without discrimination

6. Child Protection Procedures

6.1 Reporting Concerns

In line with KCSIE, all staff must:

- Report concerns immediately to the DSL
- Record concerns clearly and factually
- Not delay reporting

Concerns may include:

- Physical marks or injuries
- Behavioural changes
- Distress during care

6.2 Allegations Against Staff

Any allegation must:

- Be reported to the Headteacher immediately
- If involving the Headteacher, reported to the Executive Board

The school will:

- Follow LADO procedures
- Not investigate internally before referral

6.3 Managing Pupil Distress

If a pupil:

- Becomes distressed
- Refuses care from a staff member

Then:

- Care arrangements will be reviewed
- Parents/carers informed
- Safeguarding advice sought if needed

6.4 Whistleblowing

Staff must report:

- Concerns about colleagues
- Unsafe practices

Through:

- Whistleblowing procedures
- Safeguarding channels

6.5 Teaching Safeguarding Awareness

Where appropriate, pupils will be supported to:

- Understand personal boundaries
- Recognise unsafe situations
- Communicate concerns

7. Monitoring, Review and Compliance

This policy is:

- Reviewed annually
- Evaluated through safeguarding audits
- Updated in line with KCSIE and statutory guidance

The school monitors:

- Staff compliance
- Training records
- Safeguarding incidents
- Feedback from pupils and families

Ofsted Alignment

This policy supports Ofsted expectations by ensuring:

- A strong safeguarding culture
- Clear systems for reporting concerns
- Effective staff training
- Child-centred practice
- Evidence of safe and respectful care