




Intimate Care Policy

Policy Owner: Sandeep Athwal

Full Name	Position	Signature	Date	Review Cycle
Sandeep Athwal	Director		V1: 01/04/2024	Annual
			V2- 02/01/2025	
			/3 – 15/06/2026	



Mission Statement

The School of Coding AEP Limited is a safe, well-ordered and caring environment for learning. It delivers high-quality education to all its AEP students and supports them to develop their individual potential for growth, self-worth, and self-control.

High-quality outstanding teaching and clear and consistent guidance and support facilitate AEP students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide AEP students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs. Our purpose is to support every AEP student to develop their true potential, make positive contributions to their families, and find fulfilment in employment.

Values

1. Alternative Provision allows educators to make reasonable adjustments for individual students' needs.
2. Learning is about a journey and there is more than one way to get to the destination
3. Qualifications, manners, respect and opportunity should be the foundations for all students.

High Expectations– AEP students are pushed to achieve beyond their potential, and staff work to ensure everything that we do is better than people expect.

Daring to Dream – at School of Coding AEP Limited we challenge students to reach their potential and go on to further education and employment.

Traditional Values – some things often get forgotten in education, at School of Coding AEP Limited we pride ourselves on mutual respect, good manners, making a positive contribution, supporting one another and an orderly, litter free environment

Success – can come in many virtues, at School of Coding AEP Limited we celebrate the small steps every day and tell students when they are doing well. We ensure that AEP students can have a successful future.

Personalised Support - all students at School of Coding AEP Limited have a tutor who guides them, sets them bespoke targets and supports them in making social and academic progress.



The School of Coding AEP Limited is committed to ensuring that all students feel safe, respected, and valued in our learning environment. We recognize that intimate care is a sensitive issue, and this policy outlines our procedures to ensure that every student receives appropriate, safe, and dignified care when necessary. The policy applies to all staff and students, and is underpinned by our core values of respect, dignity, and individualised support.

Definition of Intimate Care

Intimate care involves any support required for personal hygiene and toileting, dressing, undressing, and the application of medical care to intimate areas. This includes but is not limited to:

- Changing nappies or incontinence pads.
- Assisting with toileting needs.
- Helping with dressing or undressing.
- Providing menstrual care.

Legislation

This policy has been developed in conjunction with the following government guidance:

- Equality Act (2010)
- Working together to Safeguard Children (2023)
- Keeping children safe in Education (KCSIE) (2024)

This policy has also been developed in conjunction with the following school policies:

- Safeguarding Policy; Equality and Diversity Policy; SEND Policy; Whistleblowing Policy

Aims and Objectives

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of the highest health and safety standards possible.

The aim of this policy is to:

- Ensure the health, safety, and welfare of students and staff during intimate care activities.
- Promote high standards of care while maintaining the dignity, privacy, and respect of students.
- Encourage independence wherever possible, ensuring that students are supported at their own pace.
- Provide clear guidelines to staff to ensure consistency and understanding of best practices.
- Foster trust between students, staff, and parents by maintaining open communication.



Safeguarding and Child Protection

The welfare of our students is paramount. All staff involved in intimate care must:

- Have undergone appropriate safeguarding training.
- Be aware of and follow our safeguarding and child protection policies at all times.
- Report any concerns immediately to the Designated Safeguarding Lead (DSL).

Staff Responsibilities and Training

- Only trained and designated staff will carry out intimate care tasks. Staff involved will be fully aware of best practices, student needs, and relevant safeguarding procedures.
- Staff will receive specialised training when needed for specific medical procedures.
- A minimum of two adults must be present for any intimate care activity when possible, unless specific arrangements have been agreed with the parent/carer, and the student's individual care plan states otherwise.
- All staff must treat students with sensitivity, maintaining their dignity, respect, and privacy at all times.

Partnership with Parents and Carers

We work in close partnership with parents and carers to ensure continuity of care and to establish clear expectations. Parents will be fully informed of our policies and procedures and involved in the creation of any intimate care plans. Consent from parents/carers will be obtained before intimate care is provided, and they will be kept informed of any issues or changes regarding their child's care.

Individual Intimate Care Plans

For students requiring regular or specific intimate care, an Individual Intimate Care Plan (IICP) will be created. This plan will outline:

- Specific care needs, including frequency and type of care.
- Parental consent and involvement.
- Preferred communication methods with the student.
- The role and responsibilities of designated staff.
- Emergency procedures and contact details.
- Regular review dates to ensure the care plan remains appropriate.

Maintaining Dignity and Respect

- The student's privacy and dignity are of utmost importance. Care should be provided discreetly and sensitively, respecting the student's preferences and independence wherever possible.
- Students should be encouraged to carry out as much of their care as possible, with support only provided when necessary.
- Communication should be clear, age-appropriate, and respectful, ensuring that the student feels safe and understood throughout the process.



Record Keeping and Confidentiality

- All intimate care tasks and interventions will be documented, noting the time, date, staff involved, and any issues or concerns.
- Records will be securely stored and only accessible to relevant staff members.
- All personal information regarding intimate care will be treated with confidentiality, shared only on a need-to-know basis.

Health and Safety Procedures

- Appropriate facilities and resources will be made available for intimate care tasks, including suitable changing areas and personal protective equipment (PPE).
- Staff will follow health and safety guidelines, including proper hygiene practices such as handwashing and the disposal of waste materials.
- Regular risk assessments will be conducted to ensure the environment is safe for both students and staff during intimate care.

Addressing Concerns and Complaints

Any concerns or complaints regarding intimate care should be directed to the Designated Safeguarding Lead (DSL) or the Headteacher. All concerns will be handled promptly and sensitively in line with our safeguarding and complaints procedures.

Monitoring and Review

This policy will be reviewed annually or when significant changes are needed. Feedback from staff, parents, and students will be sought and considered during the review process to ensure the policy remains relevant, effective, and in line with best practices.