

Trinity Specialist College

Intimate & Personal Care Policy



Policy reviewed	Dec 2019
Date for next review	Dec 2021
Signed by Chair of Trustees:	

Principles

- The Trustees will act in accordance with section 175 of the Education Act 2002 and the government guidance “Keeping Children Safe in Education” (2015) to safeguard and promote the welfare of young adults at Trinity Specialist College.
- Trinity Specialist College takes seriously its responsibility to safeguard and promote the welfare of the young people and young adults in its care. Meeting a young adults intimate and personal care needs is one aspect of safeguarding.
- The Trustees recognise its duties and responsibilities in relation to the Equalities Act 2010 which requires that any young adult with a disability that affects their ability to carry out day to day activities must not be discriminated against.
- This Intimate and personal Care Policy should be read in conjunction with the College’s Policies as below:
 - **Safeguarding Policy**
 - **Whistleblowing Policy**
 - **Health and Safety Policy**
 - **Administration of Medicines Policy**
 - **Manual Handling Policy**
- The Trustees are committed to ensuring that all staff responsible for the intimate and personal care of Learners will always undertake their duties in a professional manner. It is acknowledged these adults are in a position of great trust.
- We recognise that there is a need to treat all learners, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate and personal care is given. The learner’s welfare is of paramount importance and their experience of intimate and personal care should be a positive one.
- Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.
- All staff undertaking Intimate and personal Care should be appropriately trained.

Learner Focussed Principles

- Every Learner has the right to be safe.
- Every Learner has the right to personal privacy.
- Every Learner has the right to be valued as an individual.
- Every Learner has the right to be treated with Dignity and Respect.
- Every young Learner has the right to be involved and consulted in their own Intimate and personal Care to the best of their abilities.
- Every young Learner has the right to express their views on their own Intimate and personal Care and to have such views considered.
- Every Learner as the right to have levels of Intimate and personal Care that is consistent.

- Every learner has the right to feel comfortable with the care provided.
- Every learner has the right to feel confident in the ability and integrity of the staff supporting them.

Introduction

Trinity Specialist College is committed to ensuring that all support staff responsible for the intimate and personal care of learner's will always undertake their duties in a professional and considerate manner. We recognise that there is a need to treat all learner's with respect and dignity when intimate and personal care is given. No learner should be attended to in a way that causes distress, embarrassment or pain; or in any way that does not aim to build on their independence in this area.

1. Definition

1.1 Intimate and personal care is any care which involves washing, touching or carrying out an invasive procedure (such as supporting a learner that has soiled him/herself) to intimate personal areas. In most cases, such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of specific procedure only staff suitably trained and assessed as competent should undertake the procedure. The Teachers are responsible for ensuring that support staff delivering intimate and personal care are suitably trained.

2. Our Approach to Best Practice

2.1 The management of all learners with intimate and personal care needs will be carefully planned. The learner who requires intimate and personal care is always treated with respect; the learner's welfare and dignity are of paramount importance. Support staff who provide intimate and personal care have the necessary skills and experience and will have training in Safeguarding and Manual Handling. Suitable equipment, including Personal Protective Equipment and facilities will be provided to assist with learners who need special arrangements following assessment from physiotherapist/occupational therapist where appropriate.

2.2 Support staff will be supported to adapt their practice in relation to the needs of individual learners considering developmental changes such as the onset of menstruation.

2.3 Staff who assist the learners with intimate personal care should be employees of Trinity Specialist College and have the usual range of safer recruitment checks including an enhanced DBS.

2.4 The learner will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Support Staff will encourage each learner to do as much for him or herself as he/she can. This may mean, for example, giving the learner responsibility for washing themselves. Individual care plans will be drawn up for learners as appropriate.

2.5 Each learner's right to privacy and dignity will be respected. Careful consideration will be given to each learner's situation to determine how many carers might need to be present when a learner is toileted. Where a learner requires hoisting two support staff will support the care of the learner. If hoisting is not required one member of staff will maintain the care needs unless there are clear reasons that this is not appropriate. The reasons will be clearly documented. Wherever possible support staff should only care intimately for a learner of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence. However, professional standards in relation to gender must be acceptable and a gender chaperone used. The needs and wishes of learner, parents/carers will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

2.6 Health and Safety guidelines should be adhered to regarding wearing appropriate personal protective equipment and the disposal of waste products.

2.7 All staff will be aware of the College's Confidentiality Policy. Sensitive information will only be shared with those that need to know.

2.8 The Religious views, beliefs and cultural values of the Young adults and their families should be considered.

3. The Protection of learners

3.1 Adult or Child Protection Procedures and Multi-Agency Adults at risk procedures will be adhered to as applicable.

3.2 All learners will be taught personal safety skills carefully matched to their level of ability, development and understanding.

3.3 If a member of support staff has any concerns about physical changes in a learner's presentation, e.g. marks, bruises, soreness etc. she/he will immediately report concerns to the Safeguarding DSL.

3.4 If a learner becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded.

3.5 Parents/carers will be contacted at the earliest opportunity as part of this process to reach a resolution.

3.6 Staffing schedules will be altered until the issue(s) are resolved so that the learner's needs remain paramount. Further advice will be taken from outside agencies if necessary.

3.7 If a learner makes an allegation against a member of staff College Safeguarding procedures will be followed.

3.8 Similarly, any adult that has a concern about a colleague's behaviour or any improper practice will report to the DSL in the first instance or if the concern involves the DSL then, the Safeguarding Trustee for the College.