



## **HUNTERHOUSE COLLEGE**

# **INTIMATE AND PERSONAL CARE POLICY**

**Date/date Reviewed: 2020**

**Date Ratified: 15<sup>th</sup> June 2020**

**Previous: 2018**

**Next Review due: 2022**

This policy is available in pdf format from the College website

[www.hunterhousecollege.org.uk](http://www.hunterhousecollege.org.uk)

or on request from the College Office 028 9061 2293

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## **Inclusion & Diversity**

The College aims to establish an inclusive community where all students and staff are treated with dignity and respect, regardless of individual differences including, but not limited to, culture, race, religion, beliefs, sexual or gender orientation, appearance, ability or disability.

### **Rationale:**

The College takes seriously its responsibility to safeguard and promote the welfare of its students and recognises that meeting a student's intimate or personal care needs is one aspect of safeguarding. It will ensure that any member of staff attending to the intimate or personal care needs of a student will do so in a professional manner and that the student's welfare will be paramount at all times. Any student's experience of intimate or personal care at the College should be a positive one and the College will ensure that every student is treated with care and sensitivity. As such, the principles of this policy reflect the College's wider ethos and its child-centered approach to pastoral care.

Partnership working is a core value of the College and it will work in partnership with individual students, their parents/carers and any other external agencies in ensuring that the intimate and personal care needs of all students are met.

The College will apply the same information sharing principles to intimate and personal care as outlined in the Safeguarding and Child Protection Policy.

### **Aims:**

This policy aims to ensure that:

- Every student receiving intimate or personal care is kept safe, retains their right to personal privacy, is valued as an individual, is treated with dignity and respect and is involved and consulted in their intimate care procedures
- Any student who requires regular assistance with intimate care has a written Care Plan in place agreed by the student, parents/carers and other professionals involved in the care of the student e.g. School Nurse or other medical agencies. This plan should be reviewed annually or as necessary based on the changing needs of the student
- Adequate procedures are in place to ensure that any student's intimate or personal care needs are met and that the care they receive is consistent, appropriate and of a high standard
- All staff who provide intimate or personal care are appropriately trained
- The procedures for intimate and personal care are regularly reviewed

### **Definitions:**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some students are unable to do because of physical difficulties or other medical or SEN. Examples include care associated with continence or menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes the supervision of students involved in intimate self-care.

Personal care can be defined as tasks which involve touching which is non-intimate and usually has the function of helping with personal presentation for example, skin care, applying external medication, feeding, administering oral medication, hair care, teeth brushing, dressing and undressing.

**Procedures for Intimate and Personal Care:**

- Members of staff will be given the choice as to whether they are prepared to provide intimate or personal care to students
- Any student who requires intimate or personal care regularly will receive it in line with what is outlined in their Care Plan
- If a student who does not normally receive intimate or personal care requires it, for example as the result of an accident or emergency, staff will inform parents/carers the same day, outlining what care was provided and why. A written record will be made and stored securely with the College's safeguarding files
- As far as is possible, students will be able to choose the member(s) of staff attending to their intimate or personal care needs, from within the team of staff in school who are trained and prepared to do so
- As far as is possible, two members of staff will be present in any instance where intimate or personal care assistance is provided. It is intended that any intimate and/or personal care will be delivered by the College's first aid team: Mrs C Albrighton, Mrs R Crooks, Mrs I Burgess and Ms C Callaghan. In an emergency situation where the above are not available, it may be delivered by other female staff

**Intimate Care in the Curriculum:**

Intimate care is taught as part of the Y8 Personal Development curriculum.

**Concerns about Intimate Care:**

Any member of staff, parent/carer or student who has concerns about a student's personal or intimate care should contact the student's Head of Year in the first instance who will then liaise with a member of the Safeguarding Team – the appropriate Senior Manager for the student's key stage and/or the Vice Principal as appropriate.

**Linked Documents:**

First Aid and Medicines Policy  
Health and Safety Policy  
Student Progress Policy  
Safeguarding and Child Protection Policy  
Safe Handling Policy  
SEN Policy  
Staff Code of Conduct  
Whistle-Blowing Policy