

 <p>Hope Valley College Nurture - Enrich - Achieve</p>	Policy No. T&L023	Version	
	<p align="center">Personal and Intimate Care Policy</p>	Date issued	17/12/2017
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Purpose

At Hope Valley College...

We want our students to be:

- Happy, confident with high expectations
- Resilient, independent and resourceful
- Caring, friendly and compassionate
- Open-minded and adventurous with broad horizons
- Ambitious, successful leaders and team players, ready for future challenges

In a college that:

- Provides excellent teaching and a wide range of challenging learning opportunities – academically, physically and emotionally
- Values every student as an individual and is ambitious for every student regardless of their background, previous achievements, talents or individual barriers to learning
- Is nurturing, caring and welcoming
- Is reflective and always striving to improve
- Develops student and adult leadership and participation at every level
- Is a community that students, staff and parents are proud of

The purpose of the grievance procedure is to set out the framework by which an employee's grievance will be addressed as quickly and fairly as possible. A grievance is a concern, problem or complaint which is raised by an employee about an alleged deficiency in the College's treatment of them.

Introduction

At Hope Valley College we recognise that there may be occasions when students require the assistance of staff with intimate and personal care procedures. This may be necessary, for example:

during the provision of medical care,
when assisting students with toileting,
as part of a care package for students with disabilities.

Aim

The aim of this policy is to provide a framework which ensures that all staff follow practices which maximise the safety, dignity and independence of the students at all times whilst minimising the potential for their actions being called into question.

General

Depending on their abilities, age and maturity, students should be encouraged to act as independently as possible during intimate or personal care procedures.

All students have a right to safety, privacy and dignity when contact of a physical or intimate nature is required.

The emotional responses of any student to intimate care should be carefully and sensitively observed and where necessary any concerns passed to the designated safeguarding lead and parents/carers.

It will not be appropriate for a member of staff to administer intimate care procedures with a student without first alerting a second member of staff to the fact, the location and the details of the care to be provided. If this is not possible, such as when working off site on a 1:1 basis any care administered needs to be recorded as soon as possible upon return to college.

Each time intimate care is administered to a student, the details (time, place, member/s of staff present, reason) must be recorded.

This means that adults should:

- adhere to the school/service's intimate care guidelines or code of practice
- **When possible make other staff aware of the task being undertaken**
- **explain to the student what is happening**
- consult with senior managers and parents/carers where any variation from agreed procedure/care plan becomes necessary.
- record the justification for any variations to the agreed procedure/care plan and share this information with parents/guardians and appropriate colleagues.

Personal Care

Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students with whom they work.

This means that:

adults should:

- avoid any unnecessary physical contact when students are in a state of undress
- avoid any visually intrusive behaviour
- announce their intention of entering changing rooms except in an emergency.
- not use photographic equipment or mobile phones, (except in emergency)

And:

adults should not:

- change in the same place as students
- shower or bathe with students except in open swimming pools showers when clothed in swimwear.

- assist with any personal care task which a young person can undertake by themselves safely

Students with disabilities

Where a student requires regular intimate or personal care, the nature of the intimate care requirements and the way in which that care is best provided in line with the students uniquely individual characteristics should be determined with parents/carers and, where possible and appropriate, with the involvement of the child, as part of a personal care plan.

The additional vulnerabilities that may arise from a physical or learning disability will be taken into account and be recorded as part of the students agreed care plan.

The plan will be reviewed annually, as a minimum.