

# Procedures Manual

## 04.19.01 INTIMATE CARE PROCEDURE

- PURPOSE** To establish a code of practice for the intimate care of students
- SCOPE** All students needing intimate care
- RESPONSIBILITY** All staff providing intimate care, which are predominately located in Minden House

### PROCEDURE

West Suffolk College is committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times.

We recognise that there is a need to treat all students with respect when intimate care is given.

All staff at West Suffolk College are committed to Safeguarding our students and their welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (Safeguarding and Health & Safety training in lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with students who need special arrangements following specialist assessment from physiotherapist / occupational therapist as required.

Staff will be supported to adapt their practice in relation to the needs of individual taking into account developmental changes such as the onset of puberty and menstruation.

Staff will encourage each student to do as much for himself / herself as he / she can.

Individual intimate care plans will be drawn up for particular students as appropriate to suit the circumstances of the student.

Each student's right to privacy will be respected. Careful consideration will be given to each student's situation to determine how many carers might need to be present when a student is toileted. Where possible a student will be supported by one adult unless there is a sound reason for having more adults present. A risk assessment must be completed. A risk could be e.g. a previous allegation by the child or manual handling concerns. If this is the case the reasons should be clearly documented.

Where possible the same student will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Oct 20	Sarah-Louise Neesam		8	Sept 21			1 of 2

**Requirements for good practice:**

- Parents are informed and consulted about arrangements for intimate care.
- Staff are familiar with safeguarding guidelines and procedures.
- Staff are familiar with and complete appropriate risk assessments.
- Staff know who to turn to for advice if they feel unsure or uncomfortable about a particular situation.
- Any allegations which a child may make are not left unchallenged or unrecorded.
- It is important that there is the opportunity for staff to be able to discuss issues with managers and to reach decisions based on skilled professional judgement calling on specialist advice where necessary, good communication with parents and, importantly, the best interests of the student.
- A consistent team of staff members should be around the student that they are caring for.

Staff training should be provided annually.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Oct 20	Sarah-Louise Neesam		8	Sept 21			2 of 2