

exeter college



Intimate Care Policy

Written by: SEND Manager
CLT Sponsor: Chris Petheram
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1. Purpose

- 1.1 The issue of intimate care is a sensitive one and will require staff to be respectful at all times of a young person's needs. Young people requiring intimate care are more vulnerable and the Intimate Care Plan and delivery of the plan will take this factor into account.
- 1.2 Young people's dignity will be preserved, and a high level of privacy, choice and control will be provided.
- 1.3 This document embraces tenets of [Every Child Matters](#) and of the Department of Health Policy [Compassionate Care in the NHS 2010 to 2015](#). It also pays due regard to [Keeping Children Safe in Education 2016](#).
- 1.4 The aims of this policy and associated documents is
 - To safeguard the dignity, rights, protected characteristics and wellbeing of children and young people
 - To assure parents/carers that staff are knowledgeable about intimate care and that their individual needs and concerns are considered
 - To provide support and guidance to staff involved in the management and delivery of intimate care

2. Definitions

- 2.1 **Intimate care** can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing. Care may also involve help with drinking, eating, dressing and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of rectal medication.

3. Policy

- 3.1 Students with intimate care needs will be identified at the earliest opportunity and attend a SEND interview, where appropriate with their NOK, to discuss their needs. This information shall be securely recoded with restricted access.
- 3.2 When the student joins the college an Intimate Care Plan will be created by a Learning Support Specialist, to ensure the young person's preferred communication style and their personal wishes about how the intimate care should be delivered are considered.
- 3.3 Wherever possible, intimate care will be delivered outside of lesson time to minimise disruption to learning and achievement. If the student is off-site, the Intimate Care Plan will reflect arrangements of how the care can be delivered in a different environment.
- 3.4 The Learning Support Specialist will jointly work with Support Supervisors to ensure that all intimate care needs are appropriately addressed, taking into consideration the nature of the intimate care, age of the student and their ability. If necessary, the college nurse will be involved to make sure that the intimate care is delivered correctly and appropriately e.g. stoma care or peg feeding.
- 3.5 Occasionally, previous educational or other agencies are asked to perform a handover of the intimate care at Exeter College to ensure that staff are aware of the best way to deliver the personal care. This will also inform the Support Supervisor team if any specialist equipment needs to be used or ordered for future use. This relates to intimate care such as exercise programmes or occupational therapy.
- 3.6 Throughout this process, the student will be carefully communicated with and their needs and preferences will be considered. The Learning Support Specialist will also communicate with the NoK if the student is under 18 or the student would prefer their NoK to communicate their wishes.

- 3.7 The completed Intimate Care Plan will be signed off by the Learning Support Specialist, the NoK and the Learning Assistant, who will be delivering the intimate care. This is a confidential document and will only be shared with, those who need to know such as, parents, and members of staff specifically involved with the young person. Students, their NoK and outside agencies can provide updated information for the Intimate Care Plan as necessary.
- 3.8 The plan will inform staff training needs such as manual handling, hoisting and administration of medication etc. All training will be organised and delivered by suitably qualified staff. Refresher training for manual handling and hoisting is available on a yearly basis. The Intimate Care Plan will also specify any PPE that is required e.g. gloves, physiotherapy mats. There are regular quality checks to ensure that the Intimate Care Plan is being delivered appropriately. Records of staff training will be kept for data purposes. Equipment such as hoists are inspected on a regular basis. Appropriate PPE, adapted rooms, equipment, disposal systems and cleaning equipment will be provided for staff to use.
- 3.9 The Lead Support Co-ordinator will ensure that
- staff are aware of the set procedures linked to the Child Protection and Safeguarding Policy and Health & Safety Policy and other relevant documentation
 - staff know who to ask for advice if they are unsure or uncomfortable about a particular situation
 - all support staff at Exeter College have up to date Child Protection training and relevant DBS checks
 - staff will log any safeguarding incidents that occur using the college systems
- 3.10 Child protection training is renewed every 3 years.
- 3.11 Staffing arrangements will be in place to ensure that any staff absence is covered, and a students' intimate care is delivered. Intimate care is always delivered with 2 support staff present as good safeguarding practice.
- 3.12 No employee can be required to provide intimate care. Intimate care can only be provided by those who have specifically indicated a willingness to do so, either as part of their agreed job description or other arrangements. Newly appointed staff will be closely supervised until completion of a successful probationary period.

4. Implementation

- 4.1 Learning Support Specialist to complete with the learner/NoK.
- 4.2 Print and hand to Support Supervisors to gain signature of staff providing the intimate care.
- 4.3 Scan document and save to the individual learner SharePoint folder and the ICP folder in Learning Support Specialist SharePoint.
- 4.4 Note on MIS Log that "ICP has been completed".
- 4.5 Staff who provide intimate care to young people will have a high awareness of child protection issues and will act in a professional manner.
- 4.6 The Intimate Care Plan in Appendix 1 provides a concise overview of your intimate care needs and does not replace specialist guidance or toileting plans.

5. Associated Documentation

- 5.1 Intimate Care Plan (Appendix 1)
- 5.2 Department of Health Policy [Compassionate Care in the NHS 2010 to 2015](#)
- 5.3 [Keeping Children Safe in Education 2016](#)
- 5.4 Child Protection and Safeguarding Policy
- 5.5 Health and Safety Policy
- 5.6 [Every Child Matters](#)

6. Monitoring, Reviews and Evaluation

- 6.1 The Senior Leadership team is responsible for the approving of the Intimate Care Policy.
- 6.2 The Board (Quality and Standards Committee) is responsible for adopting the Intimate Care Policy
- 6.3 The SEND Manager is responsible for the maintenance, review and monitoring of the Intimate Care Policy and will conduct a bi-annual review.
- 6.4 The definitive version of the policy is stored in the [College Leadership SharePoint Site](#)

Intimate Care Plan

Learner Name			
Student Number			
Date of Birth	DD	MM	YYYY
Contenance Needs <i>(what level of continence does the student have & what continence products are used)</i>			
Toileting Regime <i>(how often does the student need to have intimate care)</i>			
Support Required <i>(the level and type of support required and by whom. Include degree of independence)</i>			
Named Support Staff			
Working Towards			
Preferences <i>(male/female support staff Particular products or regimes)</i>			
Equipment Required			
Describe any potential adverse impacts that may arise as a result of the policy: <ul style="list-style-type: none"> • <i>Include medical concerns, safety considerations, restricted movements etc</i> • <i>If any are identified, please state what actions will be taken to mitigate the impact and whether an action plan is needed</i> 			
Important information to consider:			
Data Protection: Privacy Notice I understand that the information I have provided will be used by the College for the purposes of medical and wellbeing support to fulfil the terms of my learner agreement. I understand that the College will share with external organisations my personal information and information provided on this form, sufficient only for providing medical or wellbeing support. I understand that the College is obliged to share my personal data with certain agencies or organisations subject to their own Privacy Notices. Further privacy information can be found at www.exe-coll.ac.uk/dataprotection			
Learner Signature:		Date:	
Next of Kin Signature:		Date:	
Learning Support Specialist: <i>Print name and sign</i>		Date:	