

# Horizon Community College Intimate Care Policy



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# Intimate Care POLICY

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## Section 1 Rationale

It is our intention to develop independence in each student, however there will be occasions when help may be required. Our intimate care policy has been developed to safeguard students and staff.

Students are generally more vulnerable than adults. Staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

Intimate care may be defined as any activity that is required to meet the personal needs of an individual student on a regular basis or during a one-off incident. Such activities can include:

- changing clothes
- toileting
- first aid and medical assistance
- supervision of students involved in intimate self-care

Intimate care is also carried out in accordance with our First Aid policy.

Parents have a responsibility to advise the school of any known intimate care needs relating to their students.

Horizon Community College is committed to ensuring that all staff responsible for the intimate care of students will always undertake their duties in a professional manner.

## Section 2 Protection of Students and Staff

### The Protection of Students

Education Students Protection Procedures will be adhered to:

All students will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a student's presentation, e.g., marks, bruises, soreness etc they will immediately report concerns to a DSL or DDSL.

If a student makes an allegation against a member of staff, all necessary Child Protection procedures will be followed.

## **The Protection of Staff**

All staff should ensure that they work in pairs when dealing with a child who is bleeding or soiled. Parents should always be informed of any soiling incidents. Any such incidents will be recorded on CPOMS.

## **Health and Safety**

Staff should wear plastic gloves when dealing with a student who is bleeding or soiled. Any soiled waste should then be disposed of in the appropriate bag and bin specifically designated for the disposal of such waste.

## **Special Needs**

Students with special needs have the same rights to safety and privacy when receiving intimate care. As with all arrangements for intimate care needs, agreements between the students, those with parental responsibility and the school should be easily understood and recorded.

## **Physical Contact**

All staff engaged in the care and education of students need to exercise caution in the use of physical contact.

Staff should be aware that even well intentional physical contact might be misconstrued directly by the students, an observer or by anyone the action is described to. Staff must therefore always be prepared to justify actions and accept that all physical contact be open to scrutiny.

## **Students in distress**

Professional judgement will be required to take account of the circumstances of a student's distress, their age, the extent, and cause of the distress. Unless the student needs an immediate response, staff should consider whether they are the most appropriate person to respond. It may be more suitable to involve the student's relative or another adult in school.

## Section 3 Toileting

### Preparation:

- Hoist – if needed, check it is in working order before using
- Bottle – ensure this is clean before using
- PPE must be worn

### Process

- Undressing - two members of staff needed
- Hoisting to toilet from bed or urine bottle in place
- Stay if needed or wait outside room while on the toilet (depending on students)
- Support with personal care if needed: ask parents to provide baby wipes
- Hoisting students back to bed to dress if used

### Cleaning Process

- Wipe down the bed.
- Ensure the hoist is back in place and put on to charge.
- Clean the toilet/urine bottle if this has been used.
- Support with washing/drying the student's hands.
- Place PPE in the yellow bin provided.