



CCG Personal and Intimate Care Policy

1. Introduction

- 1.1. The Chichester College Group (hereafter referred to as the Group) seeks to support all staff, visitors, and volunteers, to treat the student safely with dignity and respect, sensitively and appropriately. To provide guidance and reassurance to staff to ensure parents/carers are well-informed and reassured about the intimate care students receive. The guidelines within this policy document are designed to safeguard both staff and students and apply to all staff involved with the intimate care of our students.

2. Scope of this policy/procedure

- 2.1. All staff involved with personal and intimate care routines need to be familiar with this policy.
- 2.2. This document should be read in conjunction with the following policies:
Universal Precautions
Health and Safety Policy statement
CCG Care, Support and Medicines
CCG Safeguarding Students and Adults at Risk
- 2.3. The Group's Safeguarding Officers can advise on Safeguarding issues and must be consulted if there are any concerns around Safeguarding.

3. Personal and Intimate Care

It is paramount that any student provided with a service has their intimate and personal care needs met to a high standard. All staff and carers involved in the intimate and personal care should ensure the student receives care appropriate to their needs, whatever they may be. It is every staff member and carer's responsibility to adhere to this procedure

The views of the student, parent, and those with parental responsibility for the student must be sought and listened to regarding every aspect of the



student's personal and intimate care.

All staff with direct contact with students and carers will have an Enhanced DBS

4. Achieving Best Practice

- 4.1. The management of all students with intimate care needs must be carefully planned. The wellbeing/intimate care plan and assessment must identify the student's health care needs. In all cases, the family must be fully involved with and in agreement with the plan, and it is essential the student is as fully involved as possible. Both student and parent must sign and give consent to deliver intimate care.
- 4.2. Staff and carers who provide intimate care must be trained in personal care (e.g., health and safety, manual handling) according to the individual needs of the student. Staff should be fully aware of best practice regarding infection control and be provided with the correct PPE.
- 4.3. Staff/carers involved in undertaking intimate care tasks have a clear responsibility to maintain a high standard of hygiene, and must take appropriate measures to ensure health, safety and hygiene. For example, cuts or sores must be covered with waterproof adhesive dressings, thorough handwashing should be undertaken, and disposable gloves should be worn when necessary.

5. Responsibilities of Management, Staff and Carers undertaking Care Tasks

It is the responsibility of the management:

- 5.1. To ensure staff and carers will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling, awareness of medical conditions and associated first aid/Safeguarding procedures; and other aspects of intimate care. E.g., using a hoist.
- 5.2. To keep a record of training undertaken by staff and carers and to ensure refresher



5.3. and updating training is provided where required.

5.4. To provide an induction programme for all new staff and carers to ensure they are made fully aware of the individual intimate care protocols for the students they are supporting.

It is the responsibility of staff and carers undertaking care tasks:

5.5. To adhere to health and safety and intimate personal care policies and procedures and must report any health and safety concerns to their line manager.

5.6. That designated staff/carers will liaise with relevant lecturers/LSA's regarding the implementation of the agreed intimate/care plan.

5.7. That designated staff will liaise with other professionals regarding specific aspects of intimate care and their advice will be included in the student's individual intimate care plan.

5.8. An individual member of staff should inform another appropriate adult when they are going alone to assist a student with intimate care.

6. **Status of this policy**

6.1 This Policy has been approved by the Group Leadership Team.

6.2 This Policy has been impact assessed to ensure that it does not adversely affect staff or students on the grounds of their disability, gender, or race.

6.3 The operation of this Policy will be kept under review by the CEO. It may be reviewed and varied from time to time and approved by the Group Leadership Team

Date Approved:	September 2022
Approved by:	Group Leadership Team
Implementation Date:	September 2022
Date for Review:	September 2023