



*Motivate, Develop, Inspire*

## **Physical Contact and Intimate Care Policy**

*This policy applies to Victoria College only*

### **Context**

- All of our students are highly dependent on adult support and require help with their personal needs.
- It is important that staff providing this support do so against a clear policy so they can act with confidence and ensure dignity for students
- The safeguarding and well-being of students within this is imperative
- It is also important that staff are protected

### **Links to other policies**

- Safeguarding Policy
- Manual handling Policy
- Health and Safety Policy
- Equality Policy
- Prevent
- KCSIE (2023) including minimal restraint
- Mental Capacity Policy
- E safety Policy

### **Principles**

Physical touch constitutes a necessary and integral part in the education of our students. It may be required to meet the needs of students within the following areas:

- Emotional development
- Communication – on body signing
- Educational development
- Physical development
- Personal/Social development
- Behavioural development
- Personal and intimate care
- Physical support and access to the curriculum
- Physical support to appropriately engage in speech therapy, occupational therapy, hydrotherapy, physiotherapy, music therapy, massage or aromatherapy.

Support may range from gentle prompting to total physical assisted positioning and co-actively facilitated movement.

Support may involve the restraint of involuntary movements to stabilise a student's body position in order to provide care or curriculum/environmental access.

For students with behavioural problems touch may be required to prevent personal injury, injury to others or damage to the environment

The majority of students will require intimate care for their health, comfort or dignity.

## Procedures

It is acceptable for adults in college to use the following types of physical touch:

- Physical prompting
- Communication – Tassels on body signing
- Physical contact when a student needs reassurance or shows distress but this must be appropriate to the age and situation non-intrusive and non-threatening.
- Total feeding when a student is unable to feed themselves
- Co-active feeding
- Oral Skills (cleaning teeth oral hygiene)
- Removing objects from a student's mouth
- Choking – removal of an obstruction using appropriate technique
- Restraint of a student's limbs where there is an involuntary movement to prevent self-harm or injury
- Wiping and cleaning a student when they have finished or during a meal
- Using massage oils and creams
- Hydrotherapy – changing students as appropriate to their needs and skills, Safety and supporting in the water – holding and manipulating during hydrotherapy.
- Physical support and manual handling whilst moving student's between different equipment ( Wheelchairs, standing frames, class chairs, changing bed etc)
- During Sporting activities– co-active support to access the curriculum and equipment.
- In Sensory Room– co-active support to access the curriculum/activities
- Break times – as appropriate to age needs and skills – to encourage engagement and participation
- Personal care – wiping nose washing hands and faces
- Aiding motor programs and to support walking – walking with adult support (holding hands; holding hips; holding shoulders; elbows to guide)

For the intimate care of students the following procedures must be followed:-

- For any movement manual handling the individual risk assessment must be followed
- Gloves and aprons must always be worn and renewed for each student.
- Procedures need to ensure balance between preserving students' dignity and ensuring the safety of students and staff.
  - There should be a minimum of two people to support intimate care routines in the bathroom at all times, if assistance is required they should come to the door and call for help or use the emergency pull cord if urgent.
  - For the member of staff engaged in the procedure to ensure that other members of the team are aware of their intentions.
  - Routines and procedures for individual students should be discussed with the team and if appropriate the individual students.
- Work placement students may be asked to support intimate care routines as long as their involvement has been agreed by the student (where appropriate) and:-
  - They are nurse placements or
  - Where it is a requirement of their training to be involved in personal care routines.
  - Work placements must always work with college (Federation) employed staff never alone or with another work placement student.
  - Volunteers **must never** be involved in intimate care routines

- Men must not be involved in the intimate care of female students
- Parents, whilst in the college, may be involved with the intimate care of their son/daughter when appropriate
- Women can be involved in the intimate care of male students, ensuring that dignity is preserved.

Intimate care will involve touching students in the following way

- Dressing/undressing/changing pulling pants and trousers or skirts up or down.
- Changing and renewal of pads, other continence wear and whilst supporting those students requiring help and assistance with menstrual hygiene
- Support on the toilet – this may involve holding pupils whilst they use the toilet
- Genital/anal contact – wiping, washing, applying creams that have a MARS chart provided by the college NHS nurses.

The nature of touch may change over time in line with age appropriate norms

### **Roles and responsibilities**

#### **The Head of College will ensure:**

1. All staff are aware of this policy
2. All staff will have the opportunity to review and further develop this policy
3. All staff are enabled to support students appropriately through training and professional development

#### **All staff are expected to:**

1. Where possible to negotiate the need to touch with the student and always give an appropriate verbal explanation of the reasons for the touching and what is being done. Use formal words for body parts such as penis and bottom.
2. Show dignity and respect at all times
3. Never leave a student unattended
4. Report any concerns noted during intimate care routines, medical concerns (Soreness, changes, bruises marks) to nursing staff or the designated person responsible for adult safeguarding.
5. Follow the individual risk assessment
6. Recognise the need to protect themselves by ensuring that two adults are present
7. Ensure that the principles of the physical contact and intimate care policy are followed on all College managed events (i.e. Community visits, OOHs activities)
8. Appropriate forms of touching will be recorded in a student's personal records

### **Students will**

Tolerate and co-operate, at their own level, with appropriate physical contact

Where possible participate appropriately in decisions about the level of support and routines involved in their personal care.

### **The Board of Trustees will**

Monitor and review this policy annually.

### **Monitoring and evaluating**

This policy will be reviewed annually and changed if required to reflect any changes in the circumstances of the students or the staff or guidance from the DfE, ESFA or Local authorities

Date Accepted by Trustees: 28.09.2023

Signed: John Rodway

A handwritten signature in black ink, appearing to read 'J B Rodway', with a long horizontal flourish extending to the right.

Review Date: September 2024