



Personal & Intimate Care Policy

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Introduction

The United Synagogue (US), is committed to ensuring that all employees responsible for the intimate care of children or vulnerable adults, always undertake their duties in a professional manner.

The Charity recognises and supports the right of all children and vulnerable adults to be treated with respect and dignity, when intimate care is given. No child or vulnerable adult should be attended to in a way that causes distress, embarrassment, or pain. A high level of privacy, choice and control should be provided to them. Employees that provide intimate care must have an awareness of protection issues and must work in partnership with parents or carers to provide continuity of care.

Intimate care

Intimate care is any care that involves washing, touching, or carrying out an invasive procedure to intimate personal areas. In most cases, such care will involve procedures to do with personal hygiene and the cleaning of associated equipment, as part of the employee's duty of care. For some specific procedures, only employees suitably trained and assessed as competent, should undertake the procedure.

Best Practice

- The management of all children and vulnerable adults with intimate care needs, must be carefully considered and personal care plans must be drawn up as appropriate, to suit individual circumstances.
- Employees who provide intimate care must receive appropriate training, including Child Protection training and Moving & Handling training. Suitable equipment and facilities must be provided to assist children and vulnerable adults who need special arrangements, following assessment from a physiotherapist or occupational therapist.
- Employees must be supported to adapt their practice, in relation to the needs of individual children or vulnerable adults, taking into account developmental changes, such as the onset of puberty, menstruation, or weak or brittle bones.
- Every child or vulnerable adult must be supported to achieve the highest level of autonomy that is possible, given their age and abilities. They should be encouraged to do as much for themselves as they are able.
- Each child or vulnerable adult's right to privacy must be respected. Careful consideration should be given to each situation, to determine how many carers will need to be present.
- Wherever possible, the child or vulnerable adult should be cared for by an adult of the same sex, however in certain circumstances this principle may need to be waived, where the failure to provide appropriate care would result in negligence, for example, where female employees are supporting a male individual, as no male employees are available.
- Intimate care arrangements must be discussed with parents or carers on a regular basis and recorded on the individual's personal care plan. The needs and wishes of children and vulnerable adults must be considered wherever possible, within operational and staffing constraints.

Protection of Children and Vulnerable Adults

The normal process of assisting with personal care, such as changing a nappy, should not ordinarily raise protection concerns. Currently regulations do not require a second employee to supervise the nappy changing process. DBS checks are rigorous and are carried out to ensure the safety of children and vulnerable adults with employees.

All schools and settings have a duty to ensure individuals are not employed without a DBS check first being carried out. The existence of a valid DBS check should be confirmed, before allowing employees to change children or vulnerable adults.

Any employee who is going to change the nappy of a child or vulnerable adult, should inform another employee that they are going to do this. There is currently no legal requirement for two adults to be present during a nappy change. Schools and settings should therefore make their own judgement in this regard, based on their knowledge of the individual child or vulnerable adult and the family.

Reporting Concerns

If any employee has concerns about physical changes to a child or vulnerable adult's presentation, for example, marks, bruises, soreness etc. They must immediately report their concerns to the appropriate designated safeguarding person at the setting.

If a child or vulnerable adult becomes distressed or unhappy about being cared for by a particular member of staff, the matter must be investigated, and the outcome recorded. Parents or carers must be contacted at the earliest opportunity as part of the process, to reach a satisfactory resolution. Work schedules for the employee concerned, must be altered until the matter has been satisfactorily resolved.