



# Personal & Intimate Care Policy

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**Policies & Procedures**



## Personal and Intimate Care Policy



While many students at Rotherham Opportunities College can manage their own personal and intimate care needs, there are some students who will require help either routinely or occasionally.

### 1. Definition of Personal and Intimate Care

Personal and intimate care is any care which most young people carry out for themselves, but which some are unable to do due to physical disability, special educational need associated with learning difficulty, medical needs or needs arising from the young person's stage of development.

Students may need help with drinking, eating, dressing, hair care, washing, skin care, changing sanitary wear, toileting and positioning. It may also require the administration of rescue medications and some first aid.

### 2. Aims of Policy

To provide every student with dignity, privacy, respect and a professional approach from all staff in meeting their needs.

To safeguard the rights, protection and well-being of students.

To encourage students to become as independent as possible.

To reassure parents/carers that appropriate provision will be made for the individual needs of their young person.

To make intimate care as positive an experience as possible for both students and staff.

To provide guidance to staff when supervising or assisting students with toileting, personal hygiene or intimate care procedures.

To provide staff with protection against accusations of misconduct through a common understanding and agreed procedure.

### 3. Setting the climate for Personal and Intimate Care



At Rotherham Opportunities College we will:

- Take young people's wishes into account as far as is possible in meeting their needs.
  - Acknowledge the vulnerability of young people with physical, learning, sensory, emotional and behavioural difficulties.
  - Respect the rights of students together with their need for support and assistance.
  - Respect and ensure privacy, appropriate to the young person's age and situation.
  - Allow the students to assist/care for themselves as far as possible.
  - Encourage the students to have a positive image of their own bodies.
  - Develop students' skills in recognising and understanding appropriate and inappropriate intimate behaviour, and the importance of keeping themselves safe.
  - Take into account ability, gender, religious and cultural needs.
  - Provide care at the point of need and avoid undue delay.
  - Use appropriate language for parts of the body and bodily functions.
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4. Guidance to staff

When providing, assisting or supervising individual students with intimate care, staff should, wherever possible ensure that they are within potential sight /hearing of others. Other members of staff may support those providing, supervising or assisting with toileting without being directly involved themselves. Two members of staff in a toilet at all times. No student should be made to feel at fault because of their toileting needs that are as a result of a medical condition or their special educational needs and disabilities.

Staff must conduct themselves in a professional manner at all times and respect the privacy of personal and intimate care situations. They should refrain from discussing these situations unnecessarily with other staff, although some



communication about individual student's needs and abilities will be needed to ensure that staff can provide appropriate support.

Personal and intimate care will be provided for students including consideration of staffing requirements (gender, number etc.), timing, student and parent wishes, safe manual handling requirements, advice from therapists and medical staff, and training requirements. Only staff who are trained in Moving and Handling People can move and handle students including the use of hoists, to provide personal care. Male members of staff do not do personal care for female students.

Staff must take every precaution to protect themselves from the risk of infections. Protective gloves and aprons must be worn whenever direct intervention is required. Soiled clothing should be placed in the appropriate bag and sent home. Sanitary waste must be disposed of properly in the hygiene bins. Changing beds must be sprayed with sanitiser after each use and staff must change their gloves and aprons and wash and dry their hands thoroughly after each and every procedure.

Staff should use personal and intimate care situations to teach students about the importance of hygiene and privacy.

Staff should talk to students throughout intimate procedures using appropriate levels of language in order to explain what they are doing and the reasons.

All non-routine incidents of provision, supervision and assistance with intimate care must be recorded and parents/carers should be informed.

When performing personal and intimate care procedures, staff should feel supported by college leaders and receive adequate training in relation to health and safety, manual handling and safeguarding. Identified staff should also receive training for very specific intimate care procedures where relevant.

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When on educational visits out of college, staff must ensure that the personal and intimate care needs of students are considered at the planning stage. Every effort must be made to ensure that students' care needs do not exclude them from trips and visits. This may require aspects of the trip to be modified, extra staffing arranged, changing equipment to be carried and preliminary visits to be undertaken. It is the responsibility of the group leader to make sure that these needs have been met in line with this policy.

### 5. Conclusion

Matters of personal and intimate care are often considered embarrassing, unpleasant and potentially risky situations. Some of our students will need help with their personal hygiene and toileting during college time; others will need routine personal and intimate care to some degree. It is our duty as professionals to accommodate all their needs and treat them with understanding and respect on such occasions. We should do this with the minimum of disruption and with the cooperation of parents/carers in order to ensure the safety and wellbeing of both staff and students.