



The Oak Partnership

Intimate Care Policy

Approved by The Oak Partnership Trust

Agreed by FGB:

We are committed to safeguarding and ensuring the health, safety and well-being of all Children in accordance with safeguarding procedures and guidance for staff outlined in the school's Health and Safety, Child Protection, Security and Safeguarding Policies.

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1. Introduction

There are times when a young person may require a change of clothes whilst at their setting. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all young people, including procedures for staff changing or supporting the changing of young people in these circumstances.

These guidelines and procedures apply to a range of circumstances, for example:

- When an individual has wet or soiled themselves
- When an individual has vomited on themselves
- When an individual is menstruating
- When an individual has become dirty or wet from involvement in play or learning activities, for example; painting or water play
- When an individual requires support and assistance changing for physical activities.

These guidelines are designed to promote good practice and safeguard young people and practitioners and apply to everyone involved with the intimate care of young people within TOP.

Within TOP, there is no distinction based on gender around who may support who with intimate care, the focus is on the correct training and appropriate DBS checks being in place.

2. Aims

- To include all young people in activities regardless of their ability to manage their own personal care.
- To safeguard the rights and promote the welfare of young people in our care
- To provide guidance and reassurance to all staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration.
- That no individual is discriminated against.

3. Definitions and explanations

Definition of Intimate care:

Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a toilet
- cleaning / wiping / washing intimate parts of the body.

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- assisting with changing sanitary wear
- application of medical treatment, other than to arms, face and legs below the knee.

Definition of Personal Care:

Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation.

Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet.

An individual's intimate care needs cannot be seen in isolation, or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

Everyone has the right to be safe and to be treated with dignity and respect. Staff involved with intimate care of learners need to be sensitive to individual needs. Staff also need to be aware that some adults may use intimate care, as an opportunity for abuse. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

4.Toileting Independence

As with all developmental milestones, there is wide variation in the time span in which individuals master the skills involved in being fully independent in their toileting or indeed if they ever reach this point.

We understand that individuals may enter the setting as being;

- fully independent
- independent but regress a little (for example: due to the excitement or stress of starting at the setting or illness)
- fully independent at home but have accidents in the setting, or vice versa
- nearly independent but needing some reminders and encouragement
- fully continent but has a disability or learning difficulty which have practical implications
- not independent but respond well to a structured toilet training process (Staff will work with parents to ensure that there is consistency between home and the setting).
- dependent upon sanitary ware (nappies or pads)
- There may also be those which are fully independent in their toileting but need support around managing menstruation.

Resource requirements to support personal care

- hot running water and soap (antibacterial where possible)
- toilet rolls
- bowl/bucket
- paper towels/cloths
- disposable gloves
- nappy bags/sacks
- cleaning equipment
- lidded bin
- a supply of spare underwear, clothing and wipes.

Checks will need to be made beforehand to ensure that there are suitable facilities for intimate care available for any activities away from the main setting.

Documentation to support personal care

Each learner that needs support with their personal hygiene should have a "Toilet management plan" that is shared with and agreed by the parents. Plans should be reviewed and where needed, updated, on a termly basis. (see appendix 1)

5.Safeguarding

At TOP we will:

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to
- be aware of any record keeping requirements, including completing the daily personal care record (see appendix 2)
- follow procedures and guidelines for intimate care
- carry out a risk assessment of the toileting process and areas used
- be mindful and considerate of the emotional strain of not being continent and relying upon others for personal hygiene support
- encourage individuals to undress and dress themselves as much as possible. Should help be needed, staff will first ask permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- involve the individual as far as possible in his or her own hygiene routines
- ensure staff are familiar with TOP safeguarding policy including the section on allegations against staff
- Where needed and requested, ensure another member of staff is present
- Be sensitive to an individual's preference about who supports them with their hygiene routines. Particular sensitivity is needed around individuals having a gender preference.
- ensure all staff are up to date with their safeguarding training. Any unusual markings, discolouration's or swelling, including the genital area, will be reported immediately, following TOP policies and procedures.
- If, during the intimate care of an individual, staff accidentally hurt them, the individual will be reassured, ensuring their safety and the incident reported immediately to the DSL and line manager.

6. Health and safety

- staff to wear disposable gloves whilst supporting hygiene routines
- soiled clothing or underwear to be dealt with hygienically
- toilet areas to be left clean
- hot water and soap available to wash hands as soon as changing is done
- paper towels are available to dry hands.
- movement and handling plans to be adhered to where they exist

Review of policy

Policy review date	Any updates made	Signature
09/09/2021	None	
3/3/2022	Broadened scope	

Signed Early Years Strategic Lead :

Print:

Signed Chair of Governors:

Print:

Appendix 1

Toilet Management Plan



Learner's name:

Date of plan:

Support Required

Equipment needed:	Specific vocabulary:
Step-by-step procedure:	

Working Towards Independence

Things the learner will do:	Things the support staff will do:
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Review

This plan agreed by (please sign):

Young person	Parent/Carer	School
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To be next reviewed on:

Appendix 2

