

Intimate Care Policy

Intimate Care

When providing intimate care, we will ensure that the child's safety, dignity and privacy are maintained at all times.

'Intimate care' covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including, toileting, washing, dressing, and menstrual care.

Staff at Knutz Out of School Club who provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (e.g. health and safety, child protection, manual handling) before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care. Staff will ensure at least one other staff member is aware that they are providing intimate care to a child so they have the support and assistance they need to complete the task.

Staff will work in partnership with parents or carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Which staff will carry out intimate care tasks
- Number of staff needed to carry out the task (if more than one person is required, reasons will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. verbal, visual)
- Child's level of ability – what tasks they are able to carry out by themselves

Best practice

When intimate care is given, the staff member will explain to the child each task that is carried out, and the reasons for it. Staff will encourage children to do as much for themselves as they can.

Where possible, staff will use the disabled toilet for intimate care procedures. This is a more suitable environment giving the child privacy and space. It also keeps the toilets available for other children to use. Staff will take the intimate care basket with them as it contains all the items they are likely to need for the task.

Each time a member of staff completes an intimate care task they must record the incident.

If a child requires intimate care on a regular basis, it may be necessary for two members of staff to share the care between them. In this way the child is less likely to become overly dependent on a single staff member, and to become distressed if their usual carer is occasionally unavailable. However, parents' views on the number of staff providing personal care to their child must also be taken into consideration - some children may simply be unable to cope with more than one carer.

We have policies in place that promote safer recruiting, as well as having sound staff supervision, safeguarding and intimate care procedures; together these ensure that, should a child need consistent care from one staff member, the child's safety and wellbeing will not be compromised.

Protecting children

Staff are familiar with guidance from Hertfordshire Safeguarding Children Partnership (HSCP). The Club's procedures reflect the guidance in Working Together to Safeguard Children (2023) and staff are familiar with the "What To Do If You're Worried A Child Is Being Abused" flowchart from this document.



Knutz Out of School Club

If a staff member is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the manager or the Club's designated safeguarding person immediately. The procedures set out in the Safeguarding Children policy will be implemented.

Should a child become unhappy about being cared for by a particular staff member, the manager will investigate and record any findings. These will be discussed with the child's parents or carers in order to resolve the issue. If necessary, the manager will seek advice from outside agencies.

If a child makes an allegation against a staff member, the procedure set out in the Safeguarding Children policy will be followed.

Dealing with blood and body fluids

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises. When they are dealing with body fluids, staff will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled children's clothing will be double bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.

Staff at Knutz Out of School Club will maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

This policy was adopted by Knutz Out of School Club

Date: 02 September 2024

To be reviewed: January 2026

Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safeguarding policies and procedures [3.6] and Concerns about children's safety and welfare [3.8], Suitable people [3.10], Health [3.53] and Toilets and intimate hygiene [3.72]