



Play in Ltd

Intimate Care Policy

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 Play in Ltd who provide intimate care will do so in a professional manner. All staff providing intimate care have enhanced DBS and on the barred check list. They are also aware of safeguarding issues and will have relevant training (eg: health and safety, child protection, manual handling etc) before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care.

Staff will work in partnership with parents and carers to provide care appropriate to the needs of the individual child and if deemed necessary, will produce an **Intimate Care Plan**. The care plan will set out:

- What care is required
- Which staff will carry out the 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 (eg 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 member of staff will explain to the child each task that is carried out, and the reasons for it, making a happy and pleasant experience. Staff will permit and promote the greatest level of self-care and independence in every child. If a child refuses to allow staff to help them or get changed themselves, the child's parents or carers will be called and ask to come in to provide the care themselves.

If a child requires intimate care on a regular basis, it is good practice 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 member of staff, 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.

In the event that a child has an accident and doesn't have an intimate care plan in place, the child's parents or carers will be called, to receive over the phone consent for staff to assist their child.

All children will be changed as soon as possible and in a calm manner. Additional checks will be made regularly throughout the day, at least every three hours. Intimate care will always be provided in an appropriate area so that the child has privacy. Staff will carefully consider the balance between the child's physical requirements and his or her right to privacy. Staff will encourage children to attend to his/her own needs wherever possible and safe to do so. Where possible staff will just to provide supervision and guidance, intervening only where necessary or if the child asks for help. Cultural needs e.g. around the gender of the person providing the care will be taken into consideration.

Staff will ensure that PPE is worn at all times and discarded correctly. Staff will also ensure that the area used is cleaned thoroughly.

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

Logging Intimate Care

When intimate care has been given to a child, staff will complete an **Intimate Care Record** which will be filed in the safeguarding file. This does not need to be completed if a child has completed all care by themselves.

“When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible.

Intimate or personal care procedures should not involve more than one member of staff unless the care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and where these have been carried out in another room, should include times left and returned.”

(https://www.safeguardingsheffieldchildren.org/assets/1/gswp_may_2019_final.pdf)

Protecting children

Staff are familiar with guidance from the Local Safeguarding Children Board (formerly the LSCB). The Club's procedures reflect the guidance in *Working Together to Safeguard Children (2018)* and staff are familiar with the *What To Do If You're Worried A Child Is Being Abused* flowchart from this document.

If a member of staff 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 child protection officer 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 member of staff, 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 member of staff, 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 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 Play in Ltd 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: Play in Ltd	Date: Sept 2022
To be reviewed: Sept 2023	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Equal Opportunities [3], Child protection [3.4] and Suitable people [3.9-3.13].