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**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 Dainty Little Hands Ltd. Out of School Clubs 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 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:

1. What care is required
2. Number of staff needed to carry out the task (if more than one person is required, reasons will be documented)
3. Additional equipment required
4. Child’s preferred means of communication (e.g. verbal, visual)
5. 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. Staff will encourage children to do as much for themselves as they can.

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.

We have policies in place that promote safe recruitment, as well as having sound 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 wellbeing will not be compromised.

# Protecting children

Staff are familiar with guidance from the Local Safeguarding Children Board. The Club’s procedures reflect the guidance in *Working Together to Safeguard Children (2015)* and staff are familiar with the *What To Do If You’re Worried A Child Is Being Abused* flowchart from the guidance mentioned above.

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 Designated Safeguarding Lead immediately. The procedures set out in the **Child Protection and Safeguarding Policy** will be implemented. There are individual Child Protection and Safeguarding Policies for each setting. Staff are to read the Policy that is adopted for their setting.

Should a child become unhappy about being cared for by a particular member of staff, the Club Manager or Support Manager(s) 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 Managing Director will seek advice from outside agencies.

If a child makes an allegation against a member of staff, the procedure set out in the **Child Protection and Safeguarding** policy will be followed.

**Dealing with toileting ‘accidents’**

If an event arises in which a child in the setting has a toileting ‘accident’, whereby the child is unable to reach the toilets in time, Staff are to offer a reassuring and comforting voice of reason. This is to ensure that the dignity of the child remains, and that they do not face judgement from Staff or other children. During this event, the child in question should be taken out of the Club room, and directed to the nearest suitable toilets. The Staff member assisting the child should make it very clear to the rest of the Staff team that they are leaving the room with the child due to a toileting accident. Staff member to follow the usual guidelines as outlined in any care plans relevant to the child. If there are no care plans in place, the child should be encouraged to independently clean themselves, whilst the Staff member remains on the outside of the toilet door, in order to preserve the child’s dignity, independence, and confidentiality.

If the child is unable to independently assist themselves with cleaning after a toileting accident, then the Staff member should obtain all necessary personal protection equipment (PPE), such as gloves, face mask, and disposable aprons in order to prevent infection to Staff members. Once the Staff member has all appropriate PPE in place, the Staff member should then verbally ask the child if they can enter the toilet. The Staff member should then assist the child with cleaning and changing as appropriate. Any soiled clothes should be double bagged to go home with them and should not be rinsed by the Staff member. Any other materials used, such as wipes, cloths, or paper towels, should also be double bagged separately from the child’s clothing, and should be safely disposed of, away from the premises.

The Staff member should then follow the guidelines set out in the Infection and Prevention Control Policy, and a thorough report should be uploaded on to Impero. This report should include the date, time, location, child details, and a description of what happened. The concern should then be emailed to the Support Managers, and the Managing Director to read and respond to.

Upon collection of the child, a verbal handover should be given to the Parent/Carer collecting. The Staff member should detail what happened, and how the child was supported during this time. The soiled clothes should then be given to the Parent/Carer to take.

# 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 staff 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 Dainty Little Hands Ltd. Out of School Clubs maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

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| This policy was adopted by: Dainty Little Hands Ltd | Date: 15/08/2022 |
| Reviewed : 01/08/2023 |  |
| To be reviewed: 01/08/2024 | Signed: Jayne Dainty |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Special educational needs [3.67], Child protection [3.6]and Suitable people [3.9-3.13].*