

Intimate Care Policy

At The Base Out of School Club we understand the importance of encouraging children to become independent. However, there will be occasions when additional help is required. Our Intimate Care Policy has been developed to safeguard children and staff. The principles and procedures within this policy apply to everyone involved in the intimate care of children within our Out of School Club.

Children are generally more vulnerable than adults, and staff involved with any aspect of wrap around care must be sensitive to their individual needs.

Intimate care may be defined as any activity that is required to meet the personnel needs of an individual child on a regular basis or one off occasion.

Such activities include:

- Washing
- Changing clothes
- Toileting
- First aid and medical assistance
- The supervision of a child involved in intimate self-care

Parents/Carers have a responsibility to advise The Base Out of School Club of any known intimate care needs relating to their child.

PRINCIPLES OF INTIMATE CARE

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with courtesy, dignity and respect
- All children have the right to be involved in, and consulted with regard to, their own intimate care to the best of their abilities.
- All children have the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have intimate care at a level that is appropriate and consistent.

Aims and Objectives:

The aims and objectives of this policy and The Base Out of School Club's intimate care provision are to:

- Ensure that pupils with continence difficulties are not discriminated against, in line with the Equalities Act 2010 and The Base Out of School Club's Equality Policy
- Provide help and support to pupils in becoming fully independent in personal hygiene
- Treat continence issues sensitively so as to maintain the self-esteem of the child
- Work in partnership with Parents/Carers to support a child who is progressing towards independence
- Ensure that staff providing continence support work within recommended guidelines that protect themselves and the pupils involved, in accordance with The Base Out of School Club's Health and Safety Policy and Safeguarding Children Policy

Good Practice Guidelines:

- The management of all children with intimate care needs will be carefully planned where appropriate.
- Prior permission must be obtained from Parents/ Carers before intimate care procedures are undertaken by staff (please see permission form)
- An appropriate environment will be selected to ensure privacy and dignity at all times. Intimate care should always be undertaken with sensitivity; the child's welfare is of paramount importance. Any child who has intimate care needs will be attended to in a designated area within East Ayton School.
- A record of intervention will be maintained for all children requiring intimate care support (please see intervention record form). Parents/Carers will only be contacted/ spoken to in cases where soiling is severe and/or linked to illness, e.g. sickness and diarrhoea, or when a child refuses intimate care support, such as help from staff to change their clothing.
- Emphasis will be on staff providing the minimum level of assistance and intervention, compatible with the particular circumstances and the child's needs.
- Staff training is delivered according to the needs of individual pupils.

- Staff will encourage each child to do as much for themselves as they can with regard to managing their own hygiene needs. This may mean, giving the child responsibility for washing themselves.
- The needs and wishes of children and their Parents/Carers will be taken into account wherever possible within the constraints of staffing and in accordance with the equal opportunities legislation.

ROLES AND RESPONSIBILITIES

Parents/Carers

An effective working relationship between parents/carers and The Base Out of School Club is particularly necessary for children with intimate care needs. This ensures that a child's needs are properly identified, understood and met. To facilitate this, Parent's/Carers have the following responsibilities:

- To regularly review The Base Out of School Club's Intimate Care Policy, in order to understand the procedures that will be followed when their child requires intimate care support.
- To work in partnership with The Base Out of School Club to support a child who is progressing towards continence independence.
- To provide nappies, wipes and a change of clothing.
- To inform The Base Out of School Club if the child has any marks or a rash.
- To advise The Base Out of School Club of any known and / or new intimate care needs relating to their child at the earliest opportunity.

HEALTH AND SAFETY PROCEDURES

When dealing with personal care and providing continence support, staff will follow agreed health and safety procedures to protect both the child and the members of staff. In conjunction with The Base Out of School Club's Health and Safety Policy, these procedures are as follows:

- Staff will wear disposable gloves and aprons
- Soiled continence products will be placed in a hygienic disposal system
- The changing area will be cleaned after use
- Water and liquid soap will be available for staff to wash their hands as soon as the task is completed
- Paper towels will be available for staff to dry their hands

- Appropriate Lifting and Handling procedures will be followed when / where necessary

SAFEGUARDING AND CHILD PROTECTION

The normal process of changing continence or wet and soiled clothes should not raise safeguarding and / or child protection concerns. Safeguarding procedures and Inter- Agency Child Protection procedures will be accessible to staff and adhered to. All staff involved in the provision of intimate / or personal care will have all relevant checks completed before allowing them to be left alone with children (e.g. enhanced DBS checks) and will be subject to robust internal procedures such as reference checking and monitoring.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they will immediately report concerns to the Designated Safeguarding Lead. Safeguarding procedures will then be followed, and guidance provided to the member of staff.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/Carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. If a child or their parents/carers make an allegation against a member of staff, all necessary procedures will be followed in accordance with The Base Out of School Club's Safeguarding Children Policy.

MONITORING

This policy will be updated as and when required or annually along with all The Base Out of School Club Policies.

Manager's signature.....Date.....
Committee Chair's signature.....Date.....

The Base Out of School Club

Permission for Intimate Care

Child:	
D.O.B:	
Address:	
Parent/Carer:	

I/We give permission for assistance to be provided to my/our child by The Base Out of School Club staff and will advise of any changes that will affect this provision.

Signed:

