

INTIMATE CARE POLICY

It is important that no child is excluded from attending our setting who may, for any reason, not yet be toilet trained. We work with parents and carers to help children develop the necessary skills to become independent in personal care and ensure that children have the opportunity to learn this self-care skill with the full support of adults. Where this is yet to be achieved for medical or developmental reasons, the following procedures will be followed.

AACC is committed to ensuring that all staff responsible for the intimate care of children or young people will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children/young people with respect and dignity when intimate care is given.

What is intimate care?

Intimate care encompasses areas of personal care, such as nappy/pads changing, washing and dressing.

Our approach to best practice

Support for children/young people with intimate care needs will be carefully planned and the setting will ensure that:

- Staff who provide intimate care are appropriately trained to meet the needs of individual children and only staff with a Child Protection Certificate and have been DBS checked will perform intimate care.
- All children are changed within sight and hearing of other staff whilst maintaining the child's dignity and privacy at all times.
- Staff never turn their back on the child or leave them unattended whilst they are on the changing mat.
- All staff adhere to the setting's safeguarding and child protection policy and are familiar with our hygiene procedures.
- Where possible one to one care will be provided unless there is an identified need for having more adults.
- The needs and wishes of the child/young person are taken into consideration.
- Mobile phones or cameras are not used by children or staff in areas where intimate care is carried out.
- Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others.
- Staff should be aware of their own limitations, only carrying out procedures they understand and feel competent and confident to carry out, if in doubt staff should ask.
- Every intimate care procedure will be completed within an atmosphere of total respect and dignity both for the individual receiving care and for the person involved in giving the care.
- The number of adults engaged in the care should only reflect the minimum needed to perform the task safely and respectfully. Each situation should reflect both the safety and vulnerability of children/young people and staff.
- Intimate care is discussed and agreed with parents and carers beforehand.
- Every plan supporting intimate care must demonstrate how the child/young person can be enabled to develop their independence as far as is reasonably practical.

- Staff should ensure that the child or young person's privacy and modesty is respected and protected at all times.
- Staff should have knowledge and understanding of any religious and cultural sensitivities related to aspects of intimate care and take these fully into account.
- Staff should agree with the child and their family appropriate terminology for private parts of the body and functions. Best practice in personal safety work would be to use the correct anatomical names for intimate body parts.
- Intimate care is logged and recorded and records retained. The record will include the date and time the intimate care was carried out and by whom.
- Older children access the toilet when they need to and are encouraged to be independent.
- When children need support with bottom wiping when learning to attend to their own toileting needs, staff will always wear disposable gloves, be supportive in their manner and make a note of this on the intimate care chart with the child's name, the time and who supported them and how.
- **If whilst carrying out intimate care duties a member of staff has any concerns about physical or behavioural changes in a child/young person's presentation, eg. marks, bruises, soreness, becoming watchful and wary, freezing, gaze aversion, they will immediately log and pass their concerns to the Designated Person for Child Protection in their setting.**

Nappy Changing Procedure:

During nappy changes all staff will:

- Wear disposable gloves.
- Wear an apron.
- Use a changing mat on the changing table. Make sure the changing mat is freshly cleaned for each child.
- Place any soiled nappy/ gloves/ wipes put in a double nappy sack and placed in a nappy bin.
- Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home.
- Use specific creams etc for individual children on request of their parent/carer.
- Put a clean nappy on the child.
- Re-dress the child.
- Wash their hands - child and adult.
- Disinfect the changing mat.
- Fill out the intimate care log. This includes the initials of the child who has been changed, initials of the member of staff, the date, the time, whether wet or soiled and if the clothes, nappy or both were changed.

We have a duty of care towards children's personal needs. If children are left in wet or soiled nappies/pullups in the setting, this may constitute neglect and will be a disciplinary matter.

Staff will empty the nappy bin at the end of each day.

Adults need to be vigilant about their own behaviour and ensure they follow agreed guidelines. In the event of an allegation being made against a member of staff, the procedure for allegations of abuse will be followed.

Monitoring and Review:

This policy will be monitored by the administrator and the manager of AACC and will be reviewed at least annually.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: **Abington Community out of School Club.**

Signed on behalf of the Management Committee:



Print Name: RUTH BEACH

Date: 03/12/2018

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
03/12/2018	R BEACH		
04/02/2020	R BEACH	04/02/2020	R BEACH
		24/02/2020	R Beach
28/06/2021	R Beach		
06/11/2023	E Roper		
03/05/2026	E Roper	03/05/2026	E Roper