



Intimate care policy

Pleiades Leisure Ltd (PLL) is committed to ensure that all staff responsible for intimate care of children will undertake their duties in a professional manner following the guidelines set out in this document.

We recognise that all children have the right to be treated with respect and dignity when intimate care is given.

No child should feel distressed, embarrassed or in pain while intimate care is being given.

Definition of intimate Care- Care tasks of an intimate nature which is associated with bodily functions, bodily products, and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body.

Intimate care tasks include:

- Dressing and undressing (underwear)
- Helping someone use a potty or a toilet
- Changing nappies
- Cleaning/wiping/washing intimate parts of the body.
- Definition of personal care – This may involve touching another person, it is less intimate and usually has the function of helping with personal presentation.

Personal care tasks include:

- Feeding
- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Prompting to go to the toilet

Safeguarding

There are no written legal requirements that two adults must be present when providing intimate care.

However, in order to completely secure against any risk of allegations, a second member of staff may be present where resources allow. If an adult must provide intimate care by themselves they must always inform other colleagues and/or parents if needed, before providing intimate care making sure another adult is close by.

Health and safety - best practice

When dealing with a child who needs intimate care adults must be:

- Enhanced DBS checked.
- Fully up to date with safeguarding qualifications and policies.
- If possible the child should be attended to by an adult of the same sex.
- Have a second adult present if resources allow.
- Have another adult nearby if resources don't allow for two to be present.


- Inform other adults of where you are and the task that is being undertaken.
- Involve the child in the task.
- Allow the child to do as much of the task as they can by themselves.
- Make sure the child is comfortable with the whole situation.
- Staff must wear fresh disposable aprons and gloves while dealing with a child and their bodily fluids.
- Record any intimate care that has taken place.
- Parent slip completed and given to parent/guardian.
- Wash hands with hot water and soap after changing is done.

If a member of staff has concerns about a colleague’s intimate care practice they must report this to the CPO for the specific department, Charlie Adams- c.adams@pleiadesleisure.com - 07789811242 or Melissa Harcombe (rising stars) melissa@pleiadesleisure.com - +44 7981 164250).

If you observe any unusual markings, discolouration or swelling including the genital area it must be reported straight away to the CPO for the specific department Charlie Adams- c.adams@pleiadesleisure.com - 07789811242 or Melissa Harcombe (Rising Stars) melissa@pleiadesleisure.com - 07981 164250).

If during the intimate care of a child the child is accidentally hurt, misunderstands, or misinterprets something, reassure the child, ensure their safety, and report the incident immediately following our policy and procedures.

If another member of staff is concerned about a colleague’s intimate care practice this must be reported following the whistleblowing policy.

This policy was adopted by: Charlie Adams	Date:22nd October 2023
To be reviewed: 22nd October 2025	 Signed: