



## **Intimate Care Policy**

## **Introduction**

This Intimate Care Policy aims to provide clear guidelines to ensure the safety, dignity, and well-being of all children who require intimate care during PLL Group sessions. It also protects staff by clarifying expectations and practices.

The following principles guide all intimate care practices:

- Every child has the right to dignity, privacy, and respect.
- Intimate care will be given by known, trained staff.
- The child's welfare is of paramount importance.
- Staff will work in partnership with parents/carers to share information and develop appropriate care routines.

## **Definition of Intimate Care**

Intimate care involves helping a child with aspects of personal care they are unable to do themselves, including:

- 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

## **Staff Responsibilities**

- Only staff who have received appropriate safeguarding and intimate care training will carry out intimate care tasks.
- Staff will always wear disposable gloves and, if necessary, aprons.
- All incidents will be recorded using the Intimate Care Log.
- Staff must ensure another adult is present during intimate care to act as a witness and avoid the risk of allegations.

## **Parental Consent and Communication**

- Written parental consent must be obtained before intimate care is provided (except in emergencies).
- A personal care plan may be created for children who need regular assistance.
- Parents will be informed the same day if intimate care has been provided, especially if it involves anything out of the ordinary.

## **Safeguarding**

- All staff are subject to enhanced DBS checks.
- Concerns about unusual marks, disclosures, or inappropriate behaviour will be reported immediately to the Designated Safeguarding Lead (DSL) Charlie Adams.
- Any child protection concern will follow the club's Safeguarding and Child Protection Policy.

## **Facilities and Hygiene**

- The club will ensure that suitable changing facilities and supplies (e.g. gloves, wipes, clean clothes) are available.
- Soiled items will be bagged and returned to the parent/carer at collection.

## **Child Involvement and Independence**

- Children will be encouraged to do as much for themselves as possible, depending on their age and ability.
- Staff will talk the child through each step to help them feel comfortable and in control.

## **Record Keeping**

A record will be made each time intimate care is provided, including:

- Date and time
- Name of the child
- Name of staff member
- Details of the care provided
- Any issues or concerns

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| This policy was adopted by: <a href="#">Charlie Adams</a> | Date: 1st September 2025 |
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To be reviewed: 31st August 2027

Signed:

A handwritten signature in black ink, appearing to read 'A. J. Jones'.