

Wickersley Kids Club Intimate Care Policy

Wickersley Kids Club understands the importance of its responsibility to safeguard and promote the welfare of children.

Children may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

Wickersley Kids Club has developed this policy in order to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times, and treat children with sensitivity and respect.

The club is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to.
- Protect the rights of all others involved.

Legal Framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

What is intimate care?

For the purpose of this policy, “intimate care” is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care includes the following: ·

- Body bathing other than to the arms, face and legs below the knee
- Application of medical treatment other than to the arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

Roles and Responsibilities

The manager is responsible for ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.

The manager is responsible for ensuring that the intimate care of all children is carefully planned, including discussions with the parent/carer and the child.

The manager is responsible for communicating with parents/carers in order to establish effective partnerships when providing intimate care to children.

The manager is responsible for handling any complaints about the provision of intimate care in line with the club’s Complaints Procedure Policy

All members of staff who provide intimate care are responsible for undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

Parents/carers are responsible for liaising with the club to communicate their wishes in regards to the child’s intimate care.

Parents/carers are responsible for providing their consent to the club’s provision of their child’s intimate care.

Procedures for intimate care

Staff who provide intimate care will conduct intimate care procedures if it is necessary; no child will be left in wet/soiled clothing or nappies.

If the designated member of staff for a child’s intimate care is absent, a secondary designated member of staff will change the child.

Before changing a child's nappy/underwear, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately using disposable blue roll paper and soap and hot water.

Changing areas are private from others.

Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy/underwear; the changing area will also be cleaned appropriately after use using disposable blue roll paper and soap and hot water.

Hot air driers and paper towels available for members of staff to dry their hands

Any soiled clothing will be placed in a tied plastic bag in the office and will be returned to parents/carers at the end of the day.

Any bodily fluids that transfer onto the changing area will be cleaned appropriately in accordance with the Health and Safety Policy.

If a child requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Medicines and Supporting Children with Medical Needs policy and full parental consent will be gained prior to this.

Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

Parental Engagement

The club will liaise closely with parents/carers to establish individual intimate care programmes for each child which will set out the following:

- What care is required.
- Number of staff needed to carry out the care.
- Any additional equipment needed.
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions.
- The child's level of ability, i.e. what procedures of intimate care the child is able to do themselves.
- Any adjustments necessary in respect to cultural or religious views.

Safeguarding Procedures

The club adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy, and will apply these requirements to the intimate care procedures.

The club will ensure that all adults providing intimate care have undergone an enhanced Disclosure and Barring Service (DBS) check enabling them to work with children.

All members of staff will receive safeguarding training and will receive further training and support where necessary.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the designated safeguarding lead (DSL) in accordance with the club's Whistleblowing Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy.

Monitoring and Review

This policy will be reviewed annually by the manager and DSL, who will make any changes necessary and communicate these to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Reviewed on: 30/04/2018