



# Intimate Care Policy

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**Responsibility:** Manager

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It is sometimes necessary for Camp Canary staff to provide intimate care for children at the Club.

'Intimate care' covers any task that involves the washing, touching, or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including toileting, washing, dressing, and menstrual care.

When providing intimate care, we will ensure that the child's safety, dignity, and privacy are maintained at all times. No child should suffer distress or pain as a result of receiving intimate care.

Staff at Camp Canary who provide intimate care will do so in a professional manner. Staff are aware of Safeguarding issues and will have relevant training (e.g. health and safety, child protection, manual handling) before providing intimate care.

If the need for intimate care is made known to Camp Canary before the child's attendance (e.g., due to disability or illness), staff will work in partnership with parents or carers to create a care plan appropriate to the needs of the individual child. The care plan will set out:

- What care is required.
- Number of staff needed to carry out the task (if more than one person is required, reasons will be documented).
- Additional equipment required.
- Child's preferred means of communication (e.g., verbal, visual).
- Child's level of ability – what tasks they are able to carry out by themselves.

## Best practice

When intimate care is given, the member of staff will explain to the child each task that is carried out, and the reasons for it. Staff will encourage children to do as much for themselves as they can.

If a child requires intimate care on an ad-hoc basis, it is best practice for two staff members to be present when possible. This makes it easier for staff to share tasks and also minimises the risk of Safeguarding allegations.

If a child requires intimate care on a regular basis, it is good practice for two members of staff to share the care between them. In this way the child is less likely to become overly dependent on a single member of staff, and to become distressed if their usual carer is occasionally unavailable. However, parents' views on the number of staff providing personal care to their child must also be taken into consideration - some children may simply be unable to cope with more than one carer.

We have policies in place that promote safe recruitment, as well as having sound staff supervision, Safeguarding, and Intimate Care procedures; together these ensure that, should a child need consistent care from one member of staff, the child's safety and well-being will not be compromised.

## Protecting children

Staff are familiar with the Club's Safeguarding Policy, which reflects guidance from the Department for Education.

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the manager or the Club's designated child protection officer immediately. The procedures set out in the Safeguarding Policy will be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the manager will investigate and record any findings. These will be discussed with the child's parents or carers in order to resolve the issue. If necessary, the manager will seek advice from outside agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

## Dealing with blood and body fluids

Blood, vomit, urine, and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises. When they are dealing with body fluids, staff will wear personal protective clothing (e.g., disposable plastic gloves, face masks and/or shields, disposable aprons) and will wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.

Staff at Camp Canary will maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

*Written in accordance with the Early Years Foundation Stage Statutory Framework (2024) sections 3.4: Safeguarding Policies and Procedures; 3.9-3.14: Suitable People; and 3.61: Special Educational Needs.*