

The Hollies Childcare Facility Intimate Care Policy

Authoriser: Lynnette Collins

Responsible Individuals: Lynnette Collins and Sarah Murray

Registered Charity Number: 1196324

Revision History

Issue/Draft	Date	Comments/Reason for Change
Draft A	15 th March 2018	Initial release for comment
Issue 1	18 th April 2018	Comments received from Management Committee
Issue 2	22 nd May 2019	Annual document review.
Issue 3	16 th April 2021	Annual Document Review
Issue 4	2 nd November 2021	Amendment to include change of name of setting and Registered Charity Number
Issue 5	26 th September 2022	Annual Document Review
Issue 6	18 th September 2023	Annual Document Review
Issue 7	10 th September 2024	Annual Document Review
Issue 8	12 th September 2025	Annual Document Review

Glossary

Term	Definition
The Hollies	Refers to The Hollies Childcare Facility

Table of Contents

1.	Philosophy	Page 3
2.	Principles	Page 3
3.	Definition of Intimate Care	Page 3
4.	Aims	Page 4
5.	Procedures	Page 4
5a	Approach to Best Practice	Page 4
5b	Principles of Best Practice	Page 4
6	Letter of Permission	Page 5
7	The Protection of Children	Page 5
8	Performance	Page 5

1. Philosophy

At The Hollies Childcare Facility we are committed to ensuring that all staff responsible for the intimate care of children and young people will undertake their duties in a professional manner at all times.

We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment, discomfort or pain. The child/ young person's welfare and dignity are of paramount importance and every child/ young person's privacy will be respected.

2. Principles

The purpose of these guidelines is to set out procedures that:

- ☐ Safeguard children, young people and staff by providing a consistent approach within a framework;
- ☐ Recognise the roles and responsibilities of all those involved in providing intimate care for children and young people.

We believe that all children and young people should be able to participate in all aspects of community life; consequently, intimate care procedures will be carried out in a variety of settings. It is therefore important that appropriate facilities and equipment are available wherever possible.

We recognise that intimate care raises complex issues; whilst it may not be possible to eliminate all risks the balance should be on the side of dignity, privacy, parental and, where appropriate, the child's or young person's choice and safety. All employees, regardless of their position, are obliged to take reasonable care to ensure their own and others' health and safety and to work within policy and procedural guidelines.

3. Definition of Intimate Care

Intimate care involves helping children with aspects of personal care, which they are not able to undertake for themselves, either because of their age and maturity or because of developmental delay or disability. Children and young people with disabilities may require help with moving and handling, eating and drinking and all aspects of personal care including;

- ☐ Washing
- ☐ Dressing and undressing (including swimming)
- ☐ Toileting and menstruation
- ☐ Cleaning up after a child has soiled him/ herself
- ☐ Applying sun cream (with parental consent)

4. Aims

- ☐ To safeguard the rights and well-being of children and young people with regard to dignity, privacy, choice and safety.
- ☐ To ensure that children and young people are treated consistently when they experience intimate personal care in our setting.
- ☐ To assure parent/ carers that all staff are knowledgeable about intimate care and that individual concerns are taken into account and, when possible, are acted upon.
- ☐ To enable parent/ carers to be involved in any decision about the intimate care of their children.
- ☐ To provide appropriate guidance, training, supervision and reassurance to staff and to ensure good practise.
- ☐ To ensure that parents/carers, children and young people(where appropriate)
Are actively involved in the development of agreed intimate care protocols.
- ☐ To ensure The Hollies shares details of an agreed individual intimate care protocol with other agencies that support the student.
- ☐ To provide staff with information and appropriate training in intimate care.

5. Procedures

5a Approach to best practice

- ☐ The management of all children and young people with intimate care needs to be carefully planned.
- ☐ All members of staff who provide intimate care need to be trained in child protection.
- ☐ Staff working with older children and young people with disabilities will require training in moving and handling under health & safety guidelines.
- ☐ There is positive value in both male and female staff being involved in the care of children. However, consideration should be given to the appropriateness of the gender of the member of staff to undertake the intimate care tasks. We cannot however always guarantee the gender of the staff on duty.

5b Principles of best practice

- ☐ The child/ young person's welfare, dignity and right to privacy is of paramount importance. Therefore, the Hollies will ensure that the child/ young person who requires intimate care is treated with respect at all times.
- ☐ The Hollies will allow the child or young person to care for him/ herself as far as possible, to encourage independence and to encourage him/ her to carry out aspects of intimate care as part of his/ her personal and social development. Targets may be set in developing these life skills.
- ☐ The Hollies will support the child or young person to achieve the highest level of autonomy

that is possible, given their age and abilities. Staff will encourage each child to do as much for him/ herself as he/ she can. This may mean, for example, giving their child responsibility for washing themselves.

- ☐ The Hollies will provide facilities appropriate to the child or young person's age and individual needs.
- ☐ The Hollies will be sensitive to ethnicity, culture, beliefs and religion. The Hollies will ensure that any special requirements relating to intimate care are identified and documented.
- ☐ Staff will show awareness of, and be responsive to, the child or young person's reactions, their verbal and non-verbal communication and any agreed signals.
- ☐ Staff will use the opportunities during intimate care to teach children and young people about the value of their own bodies, to develop their personal safety skills and to enhance their self-esteem.
- ☐ For reasons of child protection and the protection of staff, two adults will always be present for toileting and other intimate care tasks.

6. Letter of Permission

Permission must be sought from the parent/ carer before any form of intimate care can be undertaken. All those staff working with the child or young person should know that permission has been given before undertaking any intimate care. Parents to sign and give consent when completing the registration forms before starting at the club.

7. The Protection of Children

The Wales Safeguarding Procedures 2020 and the playgroup's Child Protection Policy will be adhered to.

If a member of staff has any concerns about physical changes in a child/ young person's presentation (e.g. marks, bruises, soreness etc.) she/ he will immediately report concerns to the appropriate manager/ designated person for child protection, Mrs Sarah Murray.

If a child/ young person becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be considered and outcomes recorded. Parents/ carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issues are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, the Wales Safeguarding Procedures 2020 will be followed alongside the Hollies Child Protection Policy

8. Performance

This policy will be reviewed in the light of new advice/ legislation.