



Ofsted
Outstanding 2022



Ofsted
Outstanding 2022



Intimate Care Policy

The Parachute Club aims to develop independence in every child, however we recognise that there will be times when our help is required. This intimate care policy has been developed to safeguard children and staff. The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults therefore, staff involved with any aspect of a child's care need to be sensitive to their individual needs.

Intimate care may be regarded as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one off incident.

Such activities may include:

- Toileting
- Oral care
- Washing
- Changing clothes
- First aid and medical assistance and
- Supervision of a child involved in intimate care.

Parents have a responsibility to advise the club of any known intimate care needs relating to their child.

Principles of intimate care

The following are the fundamental principles of intimate care upon which our policy guidelines are based.

Every child has the right to:

- Be safe,
- Personal privacy,
- Be valued as an individual,
- Be involved and consulted in their own intimate care to the best of their abilities,
- Express their views on their own intimate care and to have such views taken into account,
- Have levels of intimate care that are appropriate and consistent,
- Be treated with dignity and respect.

Club Responsibilities

All members of staff who work with children are DBS checked, this includes students and volunteers.

Only those members of staff who are familiar with the intimate care policy are involved in the intimate care of children.

Anticipated intimate care arrangements which are required on a regular basis are agreed between the school and parents and when appropriate and possible by the child.

In such cases consent forms are signed and stored in the child's file.

Intimate care arrangements for any child who requires this support on a regular basis should be reviewed every 6 months.

The views of all relevant parties should be sought and considered to inform any future arrangements, any amendments to arrangements should be recorded for all parties involved.

Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents. The act of intimate care would be reported to a senior member of staff and parents at the earliest possible time following the event.

If a staff member has concerns about a colleagues intimate care practice they must report it to one of the clubs designated safeguarding officers: Nicola Coxon, Michelle Goodwin, and Eileen Eaton.

Guidelines for good practice

All children have the right to be safe and to be treated with dignity and respect; these guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Young children and children with Special Educational Needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to the child's individual needs. All incidents of intimate care should be documented using the intimate care form.

Members of staff also need to be aware that some adults may use intimate care as an opportunity to abuse children, it is important to bear in mind that some forms of assistance can be open to misinterpretation.

Staff will endeavour to:

- 1. Involve children in the intimate care**

Try to encourage a child's independence as far as possible in their intimate care, where a situation renders a child fully dependant, talk about what is going to be done and where possible give choices.

- 2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation**

Care should not be carried out by a member of staff working alone with a child

- 3. Make sure practice in intimate care is consistent**

As every child may have multiple carers a consistent approach to care is essential, effective communication between all parties ensures that the practice is consistent.

4. **Be aware of your own limitations**

Only carry out activities you understand and feel competent with, if in doubt ASK, some procedures must only be carried out by members of staff who have been formally trained.

5. **Promote positive self esteem and body image**

Confident, self assured children who feel their bodies belong to them are less vulnerable to sexual abuse, the approach you take with intimate care can convey lots of messages to a child about their body's worth. Your attitude to a child's intimate care is important; keeping in mind the child's age, routine care can be both efficient and relaxed.

6. **If you have any concerns report them!**

If you observe any unusual markings, discolouration or swellings report it immediately to one of the designated safeguarding officers. If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident to a safeguarding officer. Report and record any unusual emotion or behavioural responses by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

Hygiene

All staff must be familiar with normal precautions for avoiding infection and should ensure appropriate use of protective equipment when necessary

Working with children of the opposite sex

There is positive value in both male and female staff being involved with children, ideally every child should have the choice for intimate care but the current ratio of male to female staff means that assistance will more often be given by a woman.

The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following precautions:

- When intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/ curtains in place.
- If the child appears to be distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance.
- Report any concerns to a safeguarding officer
- Parents must be informed of any concerns

Communication with children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods – words signs symbols and body movements for example.

To ensure effective communication:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for a response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect.

Policy introduced March 2015