

Intimate Care Policy

Policy written by: Clapham Manor & Heathbrook Children Setting
Management Team

Date Agreed by : Clapham Manor & Heathbrook Advisory Board March
2012

<i>Date of Review</i>	<i>Completed By</i>	<i>Signed</i>
April 2013	Jane Christofi – Strategic Partnership Manager Advisory Board Chair or Vice Chair	
June 2014	Jane Christofi- Strategic Partnership Manager Advisory Board Chair or Vice Chair	
June 2016	Jane Christofi- Strategic Partnership Manager Advisory Board Chair or Vice Chair	
April 2018	Jane Christofi- Assistant Head for Community & Pre-School Early Years	

Intimate Care Policy

Rationale

At our Settings members of staff who are responsible for the intimate care of children will their undertake duties in a sensitive and professional manner.

At our Settings children will be treated with sensitivity and respect when receiving support with intimate care.

Our Settings have written this policy to ensure that best practice and procedures are carried out at our Settings. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Our Settings define intimate care as being any activity which involves an invasive procedure which children are unable to do themselves due to age, physical disabilities, special educational needs, medical needs or needs arising from the child's stage of development.' Examples of intimate care include changing nappies, and washing children who have soiled.

Our Settings Procedure for Intimate Care

Our Settings will follow the procedures outlined below:

1. Our Settings will devise an Intimate Care Plan for children requiring assistance in conjunction with the child's parent and carer. If appropriate the child will be consulted and will be given the opportunity to input into the plan. Staff working with the child will be issued with a copy of the care plan.
2. Intimate Care Plans will involve a thorough risk assessment to ascertain the help and support the child requires.
3. Our Settings will ensure that all staff providing intimate care will receive appropriate training to enable them to carry out every aspect of the plan respectfully and safely. Maintaining the child's dignity will be at the forefront of every care plan and an integral part of staff training.
4. Our Settings will ensure that the necessary equipment and apparatus will be provided for children with an Intimate Care Plan.

5. At our Settings we will encourage and support children to be as independent as possible to help improve their confidence and self esteem. Staff will positively encourage children to do as much intimate care for themselves, giving consideration to their age and level of development.
6. Our Settings will communicate with the child requiring intimate care to discuss any needs and maintain respect and dignity to the child.
7. If a child has received some intimate care and they are not subject to a care plan the parents or carer will be informed immediately. Information will be shared with parents or carers in a sensitive manner and will be kept confidential at all times.
8. At our Settings two members of staff may not always be on hand to support an intimate procedure. In that instance the member of staff must seek advice from the Manager before starting the intimate care and inform another adult when the intimate care is due to commence, take place and finish.
9. At our Settings we will ensure that children's religious beliefs and cultural values will be respected when undertaking intimate care procedures. Parents and carers will be required to highlight any religious or cultural beliefs when formulating an Intimate Care Plan with members of staff.

Child Protection and Intimate Care

- Child Protection Procedures will be followed by members of staff at our Settings at all times. Please refer to the Child Protection Policy.
- Our Settings will ensure that personal safety skills are taught and discussed with children if they are of an age and have a level of understanding to comprehend what is being explained.
- Members of staff undertaking intimate care who suspect a Child Protection issue must inform the Manager immediately.
- If a child appears distressed or unhappy about any aspect of intimate care the staff member must stop immediately and seek advice from the Manager. The child's parents or carer will be contacted as soon as possible to discuss how best to proceed and the Setting may seek advice and support from partner agencies or professionals.
- Any allegations made against staff will be dealt with following the Child Protection Policy and Staff Capability Policy.

Medical Needs and Intimate Care

At our Settings we will do everything possible to ensure that children with medical needs receive the highest quality intimate care.

- Children with medical conditions may require staff to perform invasive or non-invasive medical procedures such as assisting a child with a colostomy bag. These procedures must only be carried out after authorisation has been obtained from the child's parents or carer. A record of the written permission will be retained in the child's file.
- At our Settings any members of staff who undertake medical interventions will be appropriately trained. Medical procedures must never be carried out by individual staff members who must always ensure that there are two members of staff present.

Record Keeping

At our Settings a written record sheet will be completed every time a child has receives assistance with an aspect of their intimate care.

The Intimate Care Record Sheets will be kept in the child's file and made available to parents or carers upon request to the Setting Manager.

Any questions about this policy should be directed to the Setting Manager