



Meltham School's Out

Intimate Care Policy

Policy Date:	September 2023	Version:	1.0
Policy Author:	C. Stannard		
Approved by:	Meltham School's Out Committee		
Review Date:	September 2026		

1.0 Aims

The aims of this policy are:

- To define what Meltham School's Out consider to be intimate care.
- To outline the intimate care procedures staff follow in order to maintain the highest standard of care, welfare and safety for the children and themselves.

2.0 Roles and Responsibilities

The club manager is responsible for:

- ensuring the safeguarding and welfare of children and staff is at the highest standard.
- Ensuring staff follow the procedures outlined in this policy in order to keep the children and themselves safe.

Club staff are responsible for:

- Maintaining the highest standard welfare and safety
- Following the procedure set out in this policy
- Keeping accurate and appropriate records of intimate care

3.0 Policy

3.1 Defining Intimate Care

Intimate care is any care which involves cleaning, touching or carrying out any procedures to a child's intimate, personal areas and is associated with bodily functions, toileting and personal hygiene. Intimate care may be needed if a child has soiled/wet themselves or if they require support with menstrual hygiene. Meltham School's Out staff encourage children to be independent with their intimate care as much as possible.

3.2 Intimate Care Procedures

3.2.1 Keeping Children Safe

No child should suffer distress or pain as a result of receiving intimate care. At Meltham School's Out staff ensure that the child's safety, dignity and privacy are maintained at all times by having two members of staff assist in a child's intimate care; one to provide the care, and one to safeguard the child. A member of staff always explains to the child each task that is carried out, and the reasons for it. When intimate care has been carried out, it is recorded on the club's Intimate Care Log (Appendix 1).

All staff have knowledge and understanding of safeguarding issues, have received relevant training and are familiar with the club's Safeguarding policy, which details the procedures if staff have concerns about a child, and if a child makes an allegation about a member of staff.

3.2.2 Keeping Everyone Safe

In the event of staff must dealing with body fluids, personal protective equipment (disposable plastic gloves and aprons) must be worn, and hands thoroughly washed afterwards. Staff always maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

Meltham School's Out adopts the school procedure for disposing of waste; which is to seal wipes in a yellow bag and dispose of it in the clinical waste bin located in school. Soiled children's clothing is bagged to go home – staff do not rinse it. Children are kept away from affected areas until incidents have been dealt with.

3.3 Intimate Care Plans

Staff work in partnership with parents/carers to provide care appropriate to the needs of children who require additional support with their intimate care. The safety and well-being of all children is paramount, and careful consideration is given as to whether the club can meet these needs. If appropriate, an intimate care plan is produced, which sets out:

- What aspects of intimate care are required.
- The number of staff needed to carry out the task (if more than one person is required, reasons are documented).
- Additional equipment required.
- The child's preferred means of communication (EG. verbal, visual).
- The child's level of ability (what tasks are they able to carry out by themselves?)

4.0 Appendices

4.1 Meltham School's Out Intimate Care Log

Date	Time	Child's Name	Care Carried Out <i>(assist after accident, help clean, etc.)</i>	Signature of Primary Staff Member	Signature of Second Staff Member