



## INTIMATE CARE POLICY

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### INTRODUCTION

Beehive centre is committed to ensuring individuals learn to manage as many of their daily living skills as possible. As part of this, Beehive centre therapists may have to observe or assist with personal care.

Intimate care can be defined as any care which involves washing or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some individuals are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing, toileting, or dressing. It also includes supervision of individuals involved in intimate self-care.

### SCOPE

This policy applies to all employees, casual and agency workers, contractors, and consultants. In addition, it applies to all clients receiving therapy in the Centre and at home. It has been developed to safeguard children and therapists.

### WORKING WITH PARENTS

We work closely with parents on all aspects of the child's care and education. Our intimate care and changing policy are shared with parents. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support the Centre will arrange a meeting with the parent to discover all the relevant information relating to this to enable the therapists to care for the child fully and meet their individual needs.

### PRINCIPLES

Beehive centre takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting an individual's intimate care needs is one aspect of safeguarding. This intimate care policy should be read in conjunction with other Safeguarding policies.

- Beehive centre is committed to ensuring that all therapist responsible for the intimate care of individuals will always undertake their duties in a professional manner. It is acknowledged that the therapist is in a position of great trust.



- We recognize that there is a need to treat all individuals, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one.
- It is essential that every child is treated as an individual and that care is given gently and sensitively: no children should be attended to in a way that causes distress or pain.
- Therapist will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.
- Information on intimate care should be treated as confidential.

The following fundamental principles upon which this Policy and Guidelines are based regard to the United Nations Convention on the Rights of the Child (UNCRC):

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect. (e.g., It would not be appropriate to leave a child in wet/soiled clothes for any period of time)
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

#### GENERAL BEST PRACTICE GUIDELINES

- Where relevant, it is good practice for the therapist to agree with the child and parents/carers appropriate terminology for private parts of the body and functions.
- For home-based services, parents/carers will be responsible for supporting all intimate care needs of children. If a child receives Centre- based services, parents/carers will be informed if their child has needed help with meeting intimate care needs (e.g., has had an 'accident' and wet or soiled him/herself).
- Therapist involved with intimate care need to be vigilant to any issues that may require referrals to health or other agencies. In these circumstances accurate records will be kept.
- All individuals will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Therapists will encourage each individual child to do as much for him/herself as possible.
- Therapist who provides intimate care should be made aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.



- Therapists will be supported to adapt their practice in relation to the needs of individuals considering developmental changes such as the onset of puberty.
- There must be careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences, if possible. We will always be asking for a child's permission before starting an intimate procedure. Therapist who provides intimate care should speak to the child personally by name, explain what they are doing and communicate with all children in a way that reflects their ages and developmental level.
- Every child's right to privacy and modesty will be respected. Careful consideration will be given to each child's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. SEN advice suggests that reducing the numbers of therapists involved goes some way to preserving the child's privacy and dignity. Wherever possible, the child's wishes, and feelings should be sought and taken into account.
- The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices.
- Therapist who assists individuals with intimate care should be employees of Beehive centre, who all are familiar to the child and have completed our induction procedures eg Safeguarding training.
- All therapists should be aware of Beehive centre's commitment to confidentiality. Sensitive information will be shared only with those who need to know.
- No employee will carry a mobile phone, camera or similar device whilst providing intimate care.

## NAPPY CHANGING

During nappy changing we:

- Ensure that the nappy changing area is inviting.
- Ensure that no child is ever left unattended during the nappy changing time.
- Ensure hygiene procedures are followed appropriately, e.g., therapist put on gloves and aprons before changing starts, hands are washed after nappies are changed and changing mats cleaned before and after each use.
- Ensure therapists are gentle when changing; they avoid pulling faces and do not make negative comments about 'nappy contents and inappropriate comments about children's genitals when changing their nappies.
- Use this one-to-one time as a key opportunity to talk to children and help them learn, e.g., through singing and saying rhymes during the change.
- Provide older children with access to toilets when they have the need to and are encouraged to be independent.



- Nappies and pull-ups are disposed of hygienically. Any soiled nappies/pull-ups are bagged .
- Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.

We have a duty of care towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the centre this may constitute neglect and will be a disciplinary matter.

#### SAFEGUARDING OUR CHILDREN AND THERAPISTS

- We wish to ensure the safety and welfare of all children whilst being changed and safeguard against any potential harm as well as ensuring the therapist involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties by taking the following actions:
- Ensuring all therapist undertaking intimate care and nappy changing have enhanced DBS checks and have completed our induction procedure.
- Conducting thorough inductions for all new therapist to ensure they are fully aware of all Centre's procedures relating to intimate care and nappy changing.
- Training all therapist in the appropriate methods for nappy changing and intimate care.
- Ensuring all therapists have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in our child protection procedures.
- Beehive centre and therapists in this company recognizes that individuals with special needs and who are disabled are particularly vulnerable to all types of abuse.
- Beehive centre's child protection procedures will be always adhered to.
- Conducting working practice observations of all aspects of the Centre's operations to ensure that procedures are working in practice and all children are supported fully by the therapists. This includes all intimate care routines.
- Where appropriate, children will be taught personal safety skills carefully matched to their level of development and understanding.
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training.
- Promoting consistent and caring relationships through the primary therapists and therapy team in the Centre and ensuring all parents understand how this works.
- Operate a whistleblowing policy to help therapist raise any concerns relating to their peers or managers; and helping therapist develop confidence in raising concerns as they arise in order to safeguard the children in the Centre.
- If an individual, or any other person, makes an allegation against an employee working at Beehive centre Centre this should be reported to the Designated Safeguarding Lead, who will consult the Local Authority Designated Officer for allegations (LADO) in accordance with the Local Safeguarding Children Board policy. See Allegations Against Staff Policy.



## ENVIRONMENTAL ADVICE

Beehive centre ensures that toilet facilities are easily accessible and well maintained to promote children's awareness of good hygiene practices and developing independence.

Additional considerations may include:

- Protective clothing including disposable protective gloves - provided by Beehive centre
- Supplies of suitable cleaning materials, anti-bacterial spray, sterilizing fluid, and anti-bacterial hand wash
- Supplies of appropriate clean clothing, nappies, disposal bags and wipes
- An effective system should be identified to alert therapist for help in emergency

## RISK ASSESSMENT

We conduct regular risk assessments of all aspects of Beehive centre's operations, including intimate care, and review the safeguards in place. The setting has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved. We make sure therapist do not change nappies whilst pregnant until a risk assessment has been discussed and conducted; and that all new therapists are under close supervision as they complete their induction process.