



KidzQuest Intimate Care Policy

1. Policy Overview

KidzQuest Activity Camps are committed to providing a safe, respectful, and dignified environment for all children. This Intimate Care Policy aims to ensure that any intimate care needs are met in a manner that promotes the well-being and comfort of the child while respecting their dignity and privacy. The policy applies to all staff members, children, and parents/guardians involved with KidzQuest.

2. Definition of Intimate Care

Intimate care is any personal care activity that a child may require, which involves physical contact or assistance with personal hygiene. This includes but is not limited to:

- Assisting with toileting or nappy changing
- Helping children who have soiled or wet themselves
- Support with dressing or changing clothes
- Assistance with menstrual hygiene

3. Principles of Intimate Care

KidzQuest staff will adhere to the following principles when providing intimate care:

- **Dignity and Respect:** Staff will ensure that children are treated with dignity and respect at all times, maintaining their privacy and comfort.
- **Consent and Autonomy:** Wherever possible, children will be encouraged to manage their own intimate care needs. Staff will seek verbal consent from the child before providing any assistance.
- **Sensitivity and Professionalism:** Intimate care will be carried out in a sensitive and professional manner, recognising the individual needs and preferences of each child.
- **Safety and Safeguarding:** The child's safety is paramount. All intimate care procedures will be conducted in accordance with KidzQuest's Safeguarding Policy.

4. Staff Responsibilities

- Only staff members who have undergone enhanced DBS checks and safeguarding training will provide intimate care. The Designated Safeguarding Lead (Steven French) and the Deputy Safeguarding Lead (Laura French) will oversee all intimate care procedures.
- Staff must follow hygiene protocols, including wearing disposable gloves and washing hands before and after providing care.
- Staff must record all intimate care incidents in the Intimate Care Log, noting the date, time, staff member involved, and details of the care provided. This record will be shared with the child's parents/guardians at the end of the day.



5. Parental Involvement and Consent

- Parents/guardians will be informed of this policy upon registration and will be asked to provide written consent for KidzQuest staff to assist with intimate care if necessary.
- Parents/guardians are encouraged to share any specific needs or preferences their child may have regarding intimate care (e.g., sensory sensitivities, cultural considerations).
- In cases where a child has ongoing or complex intimate care needs, an individual care plan will be developed in collaboration with the parents/guardians and the Camp Directors.

6. Safeguarding and Privacy

- To maintain the child's privacy and safety, intimate care will always be conducted in a suitable, private area (e.g., designated changing area or accessible toilet).
- Whenever possible, intimate care will be provided by two staff members. This minimises the risk of safeguarding concerns and ensures that the child feels supported and safe.
- Staff are prohibited from using mobile phones or other devices while providing intimate care to ensure the child's safety and privacy.

7. Child Protection and Managing Concerns

- Any concerns raised by a child during intimate care will be reported to the Designated Safeguarding Lead immediately. The child's welfare will be the top priority, and all concerns will be handled in accordance with KidzQuest's Safeguarding Policy.
- If a child becomes distressed or uncomfortable during intimate care, staff will stop the activity and seek further guidance from the Safeguarding Lead.
- Any inappropriate behaviour by staff or concerns about the intimate care process will be investigated thoroughly. Parents/guardians will be informed of any significant issues.

8. Supporting Children with Additional Needs

- KidzQuest recognises that some children may have additional needs requiring a higher level of intimate care. In these cases, an individual care plan will be created with input from parents/guardians and relevant health professionals.
- Staff will receive appropriate training to ensure they can meet the specific needs of children requiring additional support.

9. Record Keeping and Confidentiality



- All intimate care incidents will be documented in the Intimate Care Log. This log will be kept confidential and stored securely in line with KidzQuest's Data Protection Policy (GDPR compliant).
- Parents/guardians have the right to access their child's intimate care records upon request.

10. Policy Review

This Intimate Care Policy will be reviewed annually or as needed to ensure it remains effective and aligned with best practices. Feedback from staff, parents/guardians, and children will be considered during the review process.