



# **INTIMATE CARE POLICY**

**[yoursport.org](https://yoursport.org)**

## **1. Introduction and Scope**

The purpose of this policy is to ensure that all children attending Your Sport Solutions holiday and sports clubs who require intimate care are treated with dignity, respect, and sensitivity, and that all staff act professionally and safely in line with our safeguarding commitments.

This policy applies to all staff, volunteers, and subcontractors engaged by Your Sport Solutions. It must be read in conjunction with our Safeguarding Policy.

### **1.1 Definition of Intimate Care**

Intimate care refers to any task that involves washing, touching, or carrying out a procedure to intimate personal areas of a child's body. These tasks are associated with bodily functions and personal hygiene.

This includes, but is not limited to:

- Assisting with toileting (e.g., prompting, wiping, using specialised equipment).
- Changing nappies, pull-ups, continence pads, or clothing following an accident.
- Assisting with menstrual care.
- Helping with dressing/undressing where it involves intimate areas (e.g., changing for swimming or sport).
- Providing support for certain specialist medical procedures (where agreed and trained).

## **2. Core Principles of Care**

Your Sport Solutions is committed to the following fundamental principles when providing intimate care:

- **Dignity and Privacy:** Every child will be treated with dignity and respect. Intimate care will be provided discreetly and in an area where the child's privacy is maintained.
- **Safety and Well-being:** The child's safety and welfare are paramount. Staff will always adhere to this policy and be mindful of safeguarding guidelines.
- **Promoting Independence:** Staff will encourage children to undertake as much of their personal care as they are able, promoting self-esteem and independence.
- **Communication and Consent:** Where possible, the child's verbal consent will be sought before and during the procedure. Staff will explain clearly what they are going to do and why.

## **3. Individual Intimate Care Plans**

For any child requiring regular or complex intimate care (which is common for children with SEN), an Individual Intimate Care Plan must be created before they attend the club.

### **3.1 Plan Development**

The plan will be developed in partnership with the parents/carers (and the child, where appropriate) and will detail:

- The specific care required (e.g., changing routine, time of day).
- The type and level of support the child needs.
- Preferred means of communication (verbal, visual aids, gestures).
- Number of staff required (usually one, but two for hoisting/lifting or if specifically requested by the parent and agreed by the Manager).

- Any specialist equipment or resources needed (provided by the parents/carers).
- Gender preference of the staff member (where possible, especially for older children).

### **3.2 Key Worker/Staff Allocation**

Wherever possible, intimate care will be provided by a named, familiar member of staff who has a positive, trusted relationship with the child. A second named member of staff will be identified as cover for absences.

## **4. Procedures for Staff**

### **4.1 Maintaining Privacy and Dignity**

1. Preparation: Always inform the child of what is going to happen. Gather all necessary equipment (gloves, aprons, wipes, fresh clothes, change mat) before starting.
2. Location: Use a designated, appropriate changing facility (e.g., accessible toilet or designated area).
3. During Care: The staff member will talk to the child reassuringly, explaining each step. Only expose the body parts absolutely necessary for the task.
4. Staffing: Intimate care is usually carried out by one staff member. However, to protect both the child and staff, a second member of staff will be available outside the door and informed that intimate care is taking place. Two staff members are only required if detailed in the child's Care Plan (e.g., for moving and handling) or if a staff member feels it is necessary to manage a risk (e.g., challenging behaviour).

### **4.2 Hygiene and Handling of Waste**

- Staff must wear disposable gloves for all intimate care tasks and any handling of bodily fluids.
- Hands must be thoroughly washed with soap and water immediately before and after the procedure.
- Soiled waste (nappies, pads, wipes) must be double-bagged and disposed of safely in a designated sanitary bin.
- Soiled clothing will be bagged, sealed, clearly labelled, and sent home with the parent/carer. Staff will never rinse or wash soiled clothing.

### **4.3 Record Keeping**

A confidential, written record must be completed immediately after any instance of intimate care is provided, particularly for accidents or procedures. This record must include:

- Child's Name.
- Date and Time of care.
- Staff member(s) involved.
- Reason for the care (e.g., 'wet/soiled accident', 'pad change as per plan').
- Any unusual observations (marks, soreness, distress).

## **5. Safeguarding and Reporting Concerns**

### **5.1 Staff Concerns**

If a staff member observes any unexplained marks, bruises, soreness, or changes in behaviour on a child during intimate care, they must stop the procedure and immediately report their concerns to the Designated Safeguarding Lead (DSL):

## **5.2 Child's Distress or Allegation**

If a child becomes unhappy, distressed, or makes an allegation about being cared for by a particular staff member, the care must cease immediately.

1. The matter must be immediately reported to the DSL.
2. The procedure set out in the Safeguarding Policy for managing allegations against staff will be followed without delay.
3. Parents/carers will be informed of the allegation and the steps being taken.

## **6. Communication with Parents/Carers**

- Parents/Carers must provide written consent for the provision of intimate care on the initial booking form or during the creation of the Individual Care Plan.
- Parents/Carers are responsible for providing all necessary consumables (nappies, pads, wipes, spare clothes).
- Any accidents or significant issues arising from intimate care will be communicated to the parent/carer confidentially upon collection (verbally or via sealed note, not through a communal book).