



## **Intimate Care Policy for SPaCE**

### **Introduction**

SPaCE is committed to providing a safe and supportive environment for all children, including those who require intimate care. Intimate care is any care which involves washing, touching, or carrying out other tasks that the child might reasonably consider to be of a personal nature. This policy sets out the principles and practices to be followed to ensure that children at SPaCE receive intimate care that is both respectful and dignified. The safety, privacy, and well-being of the children are paramount.

### **Policy Statement**

SPaCE is committed to:

- Respecting the dignity, privacy, and choice of children.
- Ensuring that intimate care is carried out by trained staff who are sensitive to the child's needs.
- Working in partnership with parents/carers to ensure that the needs of the child are met.
- Following a consistent and clear procedure for intimate care to safeguard both staff and children.

### **Scope**

This policy applies to all staff, including permanent, temporary, and supply staff, who are involved in providing intimate care to children at SPaCE.

### **Principles of Intimate Care**

The following principles should be followed when providing intimate care:

#### **1. Child's Dignity and Privacy**

- Every child will be treated with respect and dignity at all times.
- The child's privacy will be ensured during intimate care, and only appropriate staff will be involved.
- Care should be provided in a manner that does not cause distress, embarrassment, or discomfort.

#### **2. Parental Involvement and Consent**

- Parents or carers will be informed of the intimate care requirements of their child.
- Written consent will be obtained from parents for intimate care, outlining any specific requirements or preferences.
- Parents should inform the provision of any changes to the child's intimate care needs, particularly if there is a medical or developmental change.

#### **3. Appropriate Staff Training**



- Staff involved in providing intimate care will receive training on how to provide care appropriately and safely, with an understanding of child protection procedures and best practice in intimate care.
- Staff will be made aware of the specific intimate care needs of each child and trained to handle such tasks in a professional, sensitive, and respectful manner.

#### **4. Health and Safety**

- The safety of the child and staff is paramount. Staff will wear disposable gloves and aprons when appropriate and will follow SPaCE's hygiene and infection control procedures.
- SPaCE will ensure that all equipment used in intimate care (e.g., wipes, changing mats) is clean, safe, and appropriately disposed of.

#### **5. Recording and Reporting**

- A written record will be kept of any intimate care provided, including the name of the child, the date, the staff involved, and any observations made during the process.
- If a child expresses discomfort, distress, or concerns during intimate care, this will be recorded and reported to the leadership team and the parents.
- Any injuries or incidents that occur during intimate care should be recorded and reported to the appropriate authorities in line with safeguarding procedures.

#### **6. Safeguarding**

- SPaCE has a duty of care to protect children from harm, and all staff will be aware of the signs and symptoms of abuse and neglect, including those that may arise during intimate care.
- If at any point a member of staff has concerns about the safety or welfare of a child, they must follow SPaCE's safeguarding procedures and report their concerns immediately to the designated safeguarding lead (DSL).

#### **7. Inclusion and Sensitivity**

- SPaCE will ensure that children with additional needs, including disabilities, receive appropriate intimate care in a way that meets their individual needs.
- The staff will always listen to the child and allow them to express their preferences as much as possible, taking into account their level of understanding and developmental stage.

### **Intimate Care Procedure**

#### **1. Assessment and Planning**

Before any intimate care is carried out, an assessment should be conducted to determine the child's needs. The child's parents/carers should be involved in this process, and an individual care plan should be developed if necessary. This plan should be reviewed regularly.



## 2. **Consent**

Written consent must be obtained from the parent or carer for intimate care, and this consent should be reviewed annually or whenever there is a significant change in the child's needs.

## 3. **Providing Intimate Care**

When providing intimate care, staff will:

- Ensure that the child is as comfortable and relaxed as possible.
- Explain what they will be doing before and during the process to the child.
- Ensure that the child's privacy is maintained at all times.
- Follow SPaCE's health and safety procedures, including the use of appropriate protective equipment.

## 4. **Post-Care Feedback**

After intimate care has been provided, staff will:

- Ensure the child's comfort and well-being.
- Record details of the intimate care provided and share any relevant information with parents.
- Make a note of any incidents or concerns and follow up accordingly.

## **Legislation and Guidance**

This policy is developed in accordance with the following legislation and guidance:

1. **Children and Families Act (2014)** - This Act provides the framework for ensuring children's educational needs are met, including provisions for children with medical or personal care needs.
2. **The Equality Act (2010)** - The Act ensures that children with disabilities are treated fairly, and it is the duty of SPaCE to make reasonable adjustments to meet the needs of all children.
3. **Children Act (1989 and 2004)** - This Act provides the framework for the protection of children, including safeguarding procedures.
4. **The Education Act (1996)** - This Act includes provisions for the welfare of children in educational settings.
5. **Safeguarding Vulnerable Groups Act (2006)** - This Act provides the legislative framework for protecting vulnerable children, ensuring that only appropriately vetted staff work with children.
6. **The Care Standards Act (2000)** - This Act includes guidelines for the provision of personal care, including intimate care, and ensures standards for children's welfare are maintained.



7. **Health and Safety at Work Act (1974)** - This Act ensures that all staff are provided with the necessary equipment, training, and protocols to ensure safe working conditions, including in the area of intimate care.

### **Review and Evaluation**

This policy will be reviewed regularly, at least annually, or whenever there is a change in legislation or procedures. Feedback will be gathered from staff, parents, and relevant stakeholders to ensure the policy is being implemented effectively.

### **Responsibilities**

The leadership team at SPaCE is responsible for ensuring that the intimate care policy is implemented correctly and that all staff are trained in accordance with the policy. All staff are expected to follow the procedures set out in this policy to ensure the safety and well-being of the children in their care.

### **Conclusion**

SPaCE is committed to ensuring that all children receive the care and support they need, including intimate care, in a safe, respectful, and dignified manner. The policy aims to balance the rights of the child with the duty of care and safeguarding responsibilities of the provision, ensuring that all intimate care is provided in line with best practices.

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