

# Twilight Hours After School Club

## Intimate Care Policy

In intimate care situations, the child's safety, dignity and privacy are of paramount importance. Children requiring intimate care will be treated respectfully at all times.

'Intimate care' covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including, toileting, washing, dressing, and menstrual care.

Staff at [Twilight Hours Out of School Club](#) who provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care. When intimate care is given, the member of staff will explain fully each task that is carried out, and the reasons for it. Staff will encourage children to do as much for themselves as they can.

If a child requires intimate care on a regular basis, staff will work in partnership with parents or carers to provide care appropriate to the needs of the individual child and together will produce a care plan. To avoid a child becoming overly dependent on a single member of staff, it is a good idea for two members of staff to share the care between them resulting in the child becoming distressed if their usual carer is unavailable.

### Protecting children

Staff are familiar with the Local Safeguarding Children Board booklet Recognising The Signs Of Child Abuse and the What To Do If You're Worried A Child Is Being Abused flowchart. The Club's procedures reflect the guidance in the Government guide Working Together to Safeguard Children (2012).

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the manager or designated CPO (child protection officer) immediately. The Safeguarding Children policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the manager will look into the situation and record any findings. These will be discussed with the child's parents or carers in order to resolve the problem. If necessary the manager will seek advice from outside agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Children policy will be followed.

### Dealing with blood and body fluids

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing to the appropriate bin located in the main office.

When they are dealing with body fluids, staff will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home - staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.

Staff at [Twilight Hours Out of School Club](#) will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy was adopted by: <a href="#">Twilight Hours ASC</a>	Date:	Policy No: <a href="#">ICP 001</a>
To be reviewed:	Signed:	
Policy Name: <a href="#">Intimate Care Policy</a>	Signed:	