




Intimate Care Policy

Ownership and consultation	Signature	Date
Kaz James		24/01/2025
Sarah Swords	<i>s swords</i>	24/01/2025

Revised by: Kaz James

Next review date: By 24.1.2026

1. Purpose

The purpose of this policy is to provide clear guidelines for staff, parents, and carers regarding the provision of intimate care within APF Activity Camps' holiday camps, breakfast, and after-school clubs. It ensures that all children receive safe, respectful, and dignified care in line with safeguarding and child protection principles.

2. Definition of Intimate Care

Intimate care refers to tasks of a personal nature that may include:

- Assisting with toileting and changing nappies or clothes.
- Supporting children who have accidents or medical needs requiring physical care.
- Assisting with personal hygiene, such as washing hands, wiping faces, or cleaning after a toileting incident.
- Helping with dressing or undressing for physical activities or outdoor play.

3. Principles of Intimate Care

APF Activity Camps is committed to:

- Respecting the dignity, privacy, and individual needs of every child.
- Promoting independence and encouraging children to perform tasks themselves whenever possible.
- Ensuring gender-sensitive care and maintaining cultural and religious considerations.
- Prioritising child protection and safeguarding practices at all times.

4. Staff Responsibilities

All staff are expected to:

- Treat children with respect and dignity at all times.
- Follow this policy and safeguarding procedures to ensure the safety and well-being of the children.
- Communicate with parents or carers regarding their child's intimate care needs and any incidents that occur.
- Maintain clear and appropriate boundaries.
- Record any intimate care provided using the camp's designated form.

Training and Suitability

- All staff involved in intimate care will receive appropriate safeguarding and child protection training.
- Only staff who have undergone enhanced DBS checks will provide intimate care.

5. Procedures for Intimate Care

5.1. Toileting and Personal Hygiene

- Children will be encouraged to use toilet facilities independently where possible.
- For children requiring assistance, staff will:
 - Explain what help is needed and ensure the child is comfortable.
 - Use disposable gloves and ensure appropriate hygiene practices are followed.
 - Maintain privacy and respect by ensuring care is provided in a discreet and suitable area.

5.2. Changing Clothes or Nappies

- If a child has an accident or requires changing:
 - Staff will inform the child and ensure they understand what is happening.
 - A second member of staff will be outside the room but does not need to be present in the room unless required.

- Parents will be notified of the incident at the end of the session.

5.3. Supporting Children with Additional Needs

- Care plans will be created for children with specific intimate care needs, in consultation with parents and carers.
 - Plans will detail:
 - Level and type of support required.
 - Strategies to promote independence.
 - Any equipment or facilities required.
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6. Safeguarding Considerations

- **Consent:** Staff will seek verbal consent from the child before providing care whenever possible.
 - **Transparency:** Staff will always communicate what they are doing to both the child and their colleagues.
 - **Reporting Concerns:** Any concerns related to a child's welfare or unusual behavior will be reported to the Designated Safeguarding Lead (DSL).
 - **Record-Keeping:** All incidents of intimate care will be logged, including the date, time, staff member involved, and reason for the care.
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7. Communication with Parents and Carers

- Parents will be informed of the intimate care needs of their child and any incidents during the session.
 - Parents will be required to provide spare clothes, nappies, or other personal items for their child if needed.
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8. Monitoring and Review

This policy will be reviewed annually or as needed to ensure it remains up-to-date with safeguarding guidelines and best practices.

Designated Safeguarding Lead (DSL) or Deputy DSL Contact Information

For any queries or concerns regarding intimate care, please contact:

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