

## Personal and Intimate Care Policy and Procedure

When supporting personal and intimate care, we will ensure that the child's safety, dignity and privacy are always maintained.

### Intimate care tasks specifically identified as relevant may include:

- Dressing and undressing
- Helping someone use a potty or toilet
- Changing nappies
- Cleaning / wiping / washing intimate parts of the body

### Personal care tasks specifically identified as relevant may include:

- Feeding
- Dressing and undressing (clothing)
- Prompting to go to the toilet, to wipe nose/face
- Support with applying sun cream (permission from parents is required on registration)
- First Aid

Staff at In2Care who provide personal and intimate care will do so in a professional manner. Staff are aware of safeguarding issues around personal and intimate care and will always support a child with this where they can be seen by another member of staff.

### In2Care will do the following when supporting children with their intimate care needs:

- The member of staff supporting with personal and intimate care will be the child's key worker where possible.
- When personal and intimate care support is required, the member of staff will explain to the child each task that is carried out, and the reasons for it.
- The member of staff will ask the child for permission to help them.
- Staff will encourage children to do as much for themselves as they can.
- If a child has soiled clothing, these will be bagged to go home – staff will not rinse any items.
- Where a child is supported with their personal/intimate care needs, this will be recorded by the staff member, and signed by a witness.
- The parent will be handed over this information at collection time.

This policy was adopted by: In2Sport	Date: 6 <sup>th</sup> September 2022
To be reviewed: September 2023	Signed: L M Hall