

D.P.S

Out of School Club

**Intimate / Personal
Care Policy**

INTIMATE / PERSONAL CARE POLICY

Principle

The purpose of this policy is to ensure the appropriate processes with regard to intimate / personal care are known and adhered to within the setting. DPS Out of School Club is committed to ensuring that all staff responsible for the intimate / personal care of children or young people will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children/young people with respect and dignity when intimate / personal care is given.

Policy Statement of Intent

This policy has been introduced to ensure that staff and volunteers within the setting are aware of the Intimate / Personal Care Policy and conform to the expectations of DPS Out of School Club in line with current standards of care.

Intimate Care Procedure

Management and staff will work with parents to assess whether the setting can effectively meet the child's needs.

Management and staff will endeavour to ensure that:

- Intimate care is discussed and agreed with parents and carers.
- The needs and wishes of the child/young person are taken into consideration.
- There is adequate support for children/young people with intimate care needs and individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- Staff who provide intimate care are trained to meet the needs of individual children and are appropriately supported. Only vetted staff are allowed to be involved in the intimate care of the children.
- All staff adhere to DPS Out of School Club Safeguarding and Child Protection Policy.

Personal Care Procedure

Management and staff will endeavour to ensure that:

- Intimate / Personal Care policy is shared with parents.
- Parental permission is obtained when registering their child.
- Children's privacy, dignity and independence will be fostered.
- Children will be encouraged to change themselves.
- Where adult help is needed two members of staff must be present. If adult to child ratios do not allow this then parents will be contacted.
- Good adult hygiene practices will be reinforced.

- Staff will support child's hygiene practices.
- Parents / carers will be informed of any incidents that required personal care and an incident form will be signed by a staff member and parent / carer .

Links with other policies:

Children with Additional/Special Needs Policy
Confidentiality Policy
Health and Safety Policy
COVID-19 Policy
Partnership with Parents/Carers Policy
Safeguarding Child Protection Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: J. Thompson
(on behalf of the management team)

Position: Chairperson

Date: 16/12/20

Reviewed on:

Date: 19/04/22 Signed: J. Thompson

Date: 6th Feb 23 Signed: J. Thompson

Date: Signed: