

## Intimate Care Policy and Procedure

Intimate care involves areas of personal care, which most people normally do for themselves but some are unable to do because of developmental stage, impairment or disability. We provide intimate care to babies and children with a special need, which acknowledges the responsibilities and protects the rights of everyone involved. We believe that children have the right to be treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one. We acknowledge that it is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. We also believe that every child should be encouraged to have a positive image of their own body. We provide guidance to staff, in order to safeguard children and protect the rights and well-being of children.

### **Procedure**

We will liaise closely with parents/carers of children with special needs to obtain as much information as possible in order to make the process of intimate care as comfortable as possible. We will endeavour to take all of their individual concerns into account. We are conscious that this is a sensitive issue and will ensure all of our staff are aware of our confidentiality policy. Parents have a responsibility to advise staff of the intimate care needs of their baby/child. We believe that information on intimate care should only be communicated by sealed letter, personal contact or telephone between parents/carers and the member of staff concerned.

- We will ensure that all staff are familiar with the normal precautions for avoiding infection and that they are aware of our hygiene policy and procedure
- We will encourage our staff to take part in any appropriate training, whether that is internal or external training, and we will provide supervision and induction of all staff
- We will normally ensure that intimate care of a child takes place within sight of another member of staff
- We will endeavour to ensure privacy appropriate to the child's age and situation when carrying out intimate care.
- We will allow the child to care for themselves as far as they are able, and encourage our staff to promote appropriate use of toilets and independence
- We will encourage children to manage their own basic hygiene and personal needs, including dressing and undressing and using the toilet independently
- We will be aware of and responsive to the child's reactions, and provide reassurance whenever this is required
- The above policy will be reviewed annually and the procedure monitored and evaluated