

Intimate Care Policy and Procedure

At GGCA we recognise that there may be times when individuals including children or young people for whatever reason require support with intimate care such as toileting, nappy changing, changing clothes, giving first aid treatment and/or specialist medical support, where required.

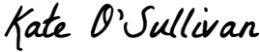

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis and, wherever possible, by a staff member that the child is familiar with. The exception to this would be in the administration of first aid treatment which must be carried out by a qualified first aider.

We wish to ensure the safety and welfare of individuals including children and young people during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- By informing individuals, carers and parents that most staff work on a sessional basis and we are therefore unable to guarantee the same staff/play workers are always available but we strive to provide the child with a staff member they are familiar with.
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support
- Ensuring individuals including children and young people are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. In the case of children, no nappies will be changed or intimate routines will take place behind closed doors.
- By informing individuals, carers and parents that we have a 'changing places' facility located within the café area. This is fully equipped with a shower, toilet, sink, changing area, hoist and other equipment that can be used to facilitate intimate care and hygiene.
- Conducting thorough inductions for all new staff to ensure they are fully aware of the procedures relating to intimate care
- Following up procedures to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care during their attendances in children and young peoples activities at the GGCA. This is essential for intimate care which require specialist training or support. If a child requires specific support to attend provision, a meeting with the parent to discover all the relevant information relating to the child/young person will be held and a referral for care support will be made if required so individual needs are met
- Ensuring all staff have an up-to-date understanding of our Safeguarding and Child Protection policy and procedure.
- Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children and young people attending the activity sessions
- Conducting regular risk assessments on all aspects of the setting including intimate care and reviewing the safeguards in place to ensure safeguards are in place and to ensure safety of all involved

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the manager at the earliest opportunity.

This policy was adopted on 14.10.2025 and will be reviewed on or before 14.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		14.10.2025
Olive Frances Vice Chair of Trustees		14.10.2025