**KNIGHTWOOD KIDS CLUB**

 **INTIMATE CARE**

**When providing intimate care we will ensure that the child’s safety, dignity and privacy are maintained at all times.**

**‘Intimate Care’ covers any task that involves washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including, toileting, washing, dressing and menstrual care.**

**Staff at Knightwood Kids Club who provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (eg: Health & safety, child protection, manual handling) before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care.**

**Staff will work in partnership with parents and carers to provide care appropriate to the needs of the individual child and together will produce a care plan if needed. The care plan will set out:-**

* **What care is required**
* **Number of staff needed to carry out the task (if more than one person is required, reasons will be documented)**
* **Additional equipment required**
* **Child’s preferred means of communication (eg verbal, visual)**
* **Child’s level of ability – what tasks they are able to carry out by themselves**

 **2**

**BEST PRACTICE**

**When intimate care is given, the member of staff will explain to the child each task that is carried out, and the reasons for it. Staff will encourage children to do as much for themselves as they can.**

**If a child requires intimate care on a regular basis, it is good practice for two members of staff to share the care between them. In this way the child is less likely to become overly dependent on a single member of staff, and to become distressed if their usual carer is occasionally unavailable. However, parents’ views on the number of staff providing personal care to their child must also be taken into consideration – some children may simply be unable to cope with more than one carer.**

**We have policies in place that promote safe recruitment, as well as having sound staff supervision, and safeguarding , together these ensure that, should a child need consistent care from one member of staff, the child’s safety and well being will not be compromised, but if the member of staff is unavailable we will discuss with the parent/carer the appropriate action that would be needed ie the parent/carer may need to be available.**

**PROTECTING CHILDREN**

**If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the Manager or the Club’s designated Child Protection Officer immediately. The procedures set out in the Safeguarding Children Policy will be implemented.**

 **3**

**Should a child become unhappy about being cared for by a particular member of staff, the Manager will investigate and record any findings. These will be discussed with the child’s parents/carers in order to resolve the issue. If necessary, the procedure set out in the Safeguarding Children Policy will be followed.**

**DEALING WITH BLOOD AND BODY FLUIDS**

**Blood, vomit, urine and faeces will be cleaned up immediately by staff or the School Caretaker and disposed of safely by double bagging the waste and removing it from the premises or put in the containers provided by Knightwood School. When they are dealing with body fluids, staff will wear appropriate protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled children’s clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.**

**Staff at Knightwood Kids Club will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.**

**Date. 16.9.18 Date to be reviewed. 16.9.19**

 **Date reviewed January 2024**