



Just Play Sports - Intimate Care Policy

1. Purpose of the Policy

This policy sets out how **Just Play Sports Ltd** ensures that children who require intimate care during after-school sessions or holiday clubs are treated safely, respectfully, and in line with current safeguarding guidance.

The policy supports compliance with **OFSTED, Keeping Children Safe in Education (KCSIE)**, and relevant local safeguarding partnership procedures.

2. Definition of Intimate Care

'Intimate care' refers to any care task that involves direct contact with a child's private or bodily areas, including but not limited to:

- Toileting and continence care
- Washing or cleaning of intimate areas
- Changing clothing
- Support with dressing
- Menstrual care

Intimate care will only be provided when necessary and in agreement with parents/carers.

3. Principles of Good Practice

When intimate care is required, Just Play Sports Ltd will ensure:

- The child's **safety, dignity and privacy** are maintained at all times.
- Care is carried out in a **professional**, sensitive, and child-centred manner.
- Staff understand their **safeguarding responsibilities** and undertake relevant training (e.g., child protection, health & safety, infection control).

- No child experiences distress, discomfort or pain as a result of intimate care.
- Children are encouraged to do as much for themselves as they are able.

4. Partnership With Parents/Carers

Where a child requires intimate care on an ongoing basis, a written **Intimate Care Plan** will be developed with parents/carers. This plan will outline:

- The care required
- Number of staff required for the task (two staff will always be present)
- Any additional equipment required
- The child's preferred method of communication
- The child's level of independence

Parents' views will always be considered when developing and reviewing the plan.

5. Staffing and Consistency

- **Two trained staff members must be present** when intimate care is provided. One staff member provides the care, and the second acts as a safeguarding witness and to assist if required.
- Staff providing intimate care will be familiar to the child whenever possible.
- This arrangement is recorded in the child's Intimate Care Plan and communicated to parents/carers.
- Safe recruitment procedures, safeguarding policies, and regular supervision ensure intimate care is carried out professionally and safely at all times.

6. Safeguarding and Child Protection

- All staff follow **Keeping Children Safe in Education (KCSIE)**, local safeguarding partnership procedures, and the organisation's Safeguarding Policy.
- Any marks, bruises, injuries, or concerns noticed during intimate care must be reported immediately to the **Designated Safeguarding Lead (DSL)** and recorded.
- If a child expresses discomfort or unhappiness with a member of staff providing intimate care, this will be investigated, recorded, and discussed with parents/carers.

- Allegations against staff will be managed in line with the Safeguarding Policy and statutory guidance.

7. Communication With Children

Staff will:

- Explain each part of the procedure to the child in a way they understand.
- Reassure the child and encourage independence where possible.
- Respect the child's preferences and ask for verbal consent before beginning care.

8. Dealing With Blood and Body Fluids

To ensure infection control:

- Staff will wear **disposable gloves and aprons** when dealing with bodily fluids.
- Spillages of blood, vomit, urine, or faeces will be cleaned promptly using appropriate cleaning materials.
- Waste will be securely bagged and disposed of safely.
- Soiled clothing will be bagged for parents/carers to wash; staff will not rinse clothing.
- The affected area will be cleaned and children kept away until safe to return.
- Staff maintain high personal hygiene standards and wash hands thoroughly after any intimate care task.

9. Recording and Monitoring

- All intimate care provided will be **recorded**, including date, time, staff involved, and any observations.
- Intimate Care Plans will be reviewed regularly with parents/carers.

10. Review of Policy

This policy will be reviewed **annually** or sooner if legislation, guidance, or best practice changes.

Key Points for Compliance

- Two staff members present during all intimate care tasks
- Written Intimate Care Plan for each child requiring ongoing care
- Clear reporting procedures for any safeguarding concerns
- Regular review with parents/carers

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Signed: *Jack Dillon*

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