



Intimate Care Policy

Version	4.0
Review Date	October 2026

Policy Statement

Intimate care covers personal care tasks that most people carry out themselves, such as washing, dressing, toileting, and feeding. Some children and young people with disabilities may require support in these areas.

Play Inclusion Project is committed to ensuring that all staff responsible for intimate care:

- Perform their duties professionally, respectfully, and safely.
- Prioritise the child's welfare, dignity, and comfort at all times.
- Avoid causing any distress or pain.

Staff providing intimate care are recognised as being at increased risk of allegations of abuse. Therefore, staff:

- Must receive Safeguarding Children training and, where appropriate, moving and handling training.
- Are responsible for reporting any safeguarding concerns immediately.

All intimate care requirements must be discussed with parents/carers and documented in the child's Individual Care Plan during the initial home visit.

Principles of Intimate Care

- Children and young people should be supported to achieve the highest level of autonomy possible.
- Staff should encourage independence, e.g., washing themselves or dressing/undressing.
- Care should, where possible, be rotated so children are not cared for by the same staff member regularly.

Facilities for Intimate Care

- A suitable, private room must be available for changing and intimate care.
- The environment should ensure safety, dignity, and privacy.
- Changing mats or tables must be cleaned with antibacterial spray after each use.

Pad Changing Procedure

Staffing and Safety

Updated October 2025
By Joanne Barnes

- At least two staff members must be present to assist and maintain safeguarding standards.
- Staff must wear appropriate PPE (apron and gloves).

Procedure

- Lift or hoist the child onto the changing mat/table.
- Encourage the child to undress themselves if able.
- Use child's own labelled pads and wipes for cleaning.
- Remove the soiled pad and ensure the child is thoroughly clean before applying a new pad.
- Dress the child, encouraging self-dressing if possible.
- Wash hands with antibacterial soap and warm water.

Waste Disposal

All used pads, wipes, gloves, and aprons must be placed in a nappy bag, tied securely, and disposed of in the designated bin.

Aftercare

- Escort the child safely from the changing area.
- Record all care details on the Intimate Care Record Form.
- Clean the changing bed/mat with antibacterial spray before the next use.

Record Keeping

Each intimate care session must be recorded on the Intimate Care Record Form.

Records must include:

- Date and time
- Care provided
- Names and signatures of both staff members present

Completed forms are handed to the CEO for secure storage.

Safeguarding and Best Practice

Staff must follow the safeguarding policy at all times.

Any concerns, unusual marks, or incidents observed during intimate care must be reported immediately.

