



## 19. INTIMATE AND PERSONAL CARE

<b>Document Title:</b>	<b>Intimate and Personal Care</b>
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<b>Document Author:</b>	<b>YMCA Childcare, CB</b>
<b>Document Approved:</b>	<b>Stuart Buchanan</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Stuart Buchanan Russell Wilbourne</b>
<b>Person responsible for approving Policy</b>	<b>Stuart Buchanan</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email &amp; Hard Copy</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email &amp; Hard Copy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Statement of intent:**

- To safeguard the rights and promote the welfare of children and young people.
- To assure parents/guardians that staff are knowledgeable about personal care and that their individual concerns are considered.

**Definitions:** 'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body.

'Personal Care' generally carries more positive perceptions than intimate care. Although it may often involve touching another person, the nature of this touching is more socially acceptable as it is less intimate and usually has the function of helping with personal presentation and hence is regarded as social functioning.

These tasks do not invade conventional personal, private or social space to the same extent as intimate care and are certainly more valued as they can lead to positive social outcomes for people.

Children may require help with eating, drinking, washing, dressing, etc.

### **Procedure:**

- Staff will work with parents/guardians and children to establish a preferred procedure for supporting the children in our care with their personal and intimate care.

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- Where possible, a staff member or the child's key person is responsible for undertaking the care of an individual child. When this is not possible, a staff member who is known to the child will take on that responsibility.
- Children are always asked by the member of staff caring for them, for permission to assist them. Children who want to perform their own care are encouraged to do so with adult support when appropriate.
- Children will be cared for with dignity and respect for their privacy.
- Children will be encouraged to wash their own hands, brush their teeth and comb hair, where relevant.
- Clean aprons and bibs are available for the children to use, as required.

#### **Bottle Feeding Guide:**

- Staff must wash their hands.
- The bottle must be warmed by standing it in a jug of warm water or a bottle warmer should be used.
- **A microwave must not be** used to warm as this can cause 'hot spots' and burn a baby's mouth.
- A bottle is cooled by standing it in a jug of cold water.
- A baby's nappy should be changed if necessary - following correct procedure.
- Staff should collect together everything needed, e.g. tissues, bibs, etc.
- The flow and temperature of the milk should be tested on the staff member's wrist.
- The staff member should sit comfortably in a chair- a small baby may need to be supported on a cushion. (If back or shoulder ache is experienced, the staff member should adjust their position and relax their shoulders).
- A baby's lips should be touched gently with the bottle teat and placed in the open mouth. (A baby should never be forced to open their mouth).
- The bottle should be angled so the milk fills the teat.
- The baby should be allowed to feed at their own pace.
- A baby will often need frequent breaks for winding, an older baby will probably only need one break. A baby should be held on the staff member's shoulder or supported in a sitting position with their hand under the chin, and gently rub the back. A cloth should be placed on the staff member's shoulder or hand as a precaution as babies often are a little prone to regurgitation.
- Unfinished milk must be thrown away.
- Change nappy again, as necessary.

Signed: 

Date: 8th May 2024

Name: Stuart Buchanan

#### **Person responsible for approving the Policy**

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