



where children play, grow and flourish

INTIMATE CARE & NAPPY CHANGING POLICY

Document Reference:	CC-ICPOL-001
Setting Name:	Clwb Carco
Legal & Governance Body:	Charitable Incorporated Organisation (CIO) Board of Trustees
Lead Responsible Individual:	Person in Charge (Club Manager) / Deputy Person in Charge
Provision:	After School Play Provision (Ages 3–11)
Date Adopted:	October 2026
Planned Review Date:	October 2027

CLWB CARCO: INTIMATE CARE & NAPPY CHANGING POLICY

1.0 Purpose & Statement of Intent

Clwb Carco is committed to providing an inclusive, safe, and dignified environment for all children aged 3 to 11 years. As an out-of-school play provision, routine nappy changing is generally not required for the majority of attending children. However, Clwb Carco fully recognises that children develop at different rates, may experience accidental soiling due to illness or upset, or may have additional learning needs (ALN), medical conditions, or disabilities that require regular or occasional intimate personal care, including nappy changing.

We are fully committed to meeting these individual needs without discrimination or judgment, ensuring that every child's privacy, dignity, independence, and welfare are paramount at all times, in full compliance with Care Inspectorate Wales (CIW) National Minimum Standards and the Wales Safeguarding Procedures 2020.

2.0 Principles of Intimate Care

- **Dignity & Privacy:** Every child will be treated with absolute respect, sensitivity, and dignity. Intimate care tasks will take place in a private designated toilet/changing area away from other children.
- **Promoting Independence:** Children will be encouraged and supported to undertake as much of their own personal care and self-cleaning as possible, according to their age and capability.
- **Child-Centred Approach:** Staff will listen to the child's wishes, communicate clearly about what they are doing before and during changing, and reassure them throughout the process.
- **Cultural & Individual Sensitivity:** Care routines will be sensitive to ethnicity, culture, religious beliefs, and individual communication needs (including non-verbal cues).
- **Qualified Staff Only:** Only enhanced DBS-checked Clwb Carco staff members who have completed full induction and safeguarding training will undertake intimate care duties.

3.0 Nappy Changing & ALN Personal Care Provision

Where a child attending Clwb Carco requires nappy changing or specialized intimate care due to ALN, developmental delay, or a diagnosed medical condition, the following standardised procedures apply:

- **Individual Personal Care Plan:** Prior to admission or upon identification of need, a formal Individual Personal Care Plan will be developed in joint partnership with the parents/carers, the child, and (where appropriate) Tonysguboriau Primary School to ensure consistency across the school day.
- **Parental Consent:** Explicit written consent for intimate care and nappy changing must be signed by parents/carers during registration or care plan creation.
- **Supplies & Equipment:** Parents/carers must provide necessary changing supplies (nappies, pull-ups, wipes, barrier creams, and a change of clothes). These will be stored in a personalised, labelled bag.
- **External Health Training:** Where specialised medical or handling procedures are required, staff will receive specific training from external healthcare professionals prior to providing care.

4.0 Infection Control & Changing Procedure

Staff must adhere strictly to health, hygiene, and infection control standards during any toileting, soiling accident, or nappy changing incident:

- Notification: The member of staff will discreetly inform the Person in Charge that they need to support a child with personal changing.
- Personal Protective Equipment (PPE): Staff must wash hands and put on fresh single-use disposable gloves and a plastic apron before commencing changing.
- Changing Location & Privacy: Changing takes place in the designated private toilet/changing facility. Privacy for the child is maintained at all times.
- Hygiene & Disposal: Used nappies/pull-ups and wipes must be sealed inside a waste bag and disposed of in the dedicated on-site sanitary refuse bin. Soiled clothing will be sealed in a double carrier bag and returned privately to parents at sign-out.
- Sanitising Area: The changing mat/surface and toilet handles are cleaned with antibacterial disinfectant wipes/spray after every use.
- Handwashing: Staff and the child must thoroughly wash their hands with warm water and liquid soap, drying with disposable paper towels immediately after completing changing.

5.0 Puberty & Menstrual Care Support

Clwb Carco caters for children up to 11 years of age and recognizes that older children may experience physical changes, onset of puberty, or menstruation while at the club.

- Discrete Facilities: Toilet areas are equipped with discrete sanitary disposal bins.
- Emergency Sanitary Supplies: The club maintains a stock of emergency sanitary products available free of charge.
- Emotional & Verbal Support: Staff will offer empathetic, non-judgmental support and reassurance if a child feels anxious, overwhelmed, or unprepared, ensuring open and supportive communication.

6.0 Safeguarding, Recording & Working with Parents

- Intimate Care Log: Every instance of intimate care or nappy changing must be recorded immediately in the confidential Intimate Care Logbook, noting the date, time, child's name, staff member involved, nature of care, and location, in compliance with UK GDPR.
- Two-Adult & Open Culture: Intimate care arrangements are open and transparent. While respecting the child's privacy, staff will ensure another adult is aware that care is taking place.
- Safeguarding Escalation: If a child becomes distressed, or if staff observe unexplained marks, bruises, or soreness during changing, the matter will be reported immediately to the Designated Safeguarding Lead (Kelly Tanner) in accordance with the Wales Safeguarding Procedures 2020.
- Parent Communication: Parents/carers will be informed discreetly at collection time if their child required personal care or a change of clothes. If a child is unwell or severely soiled due to illness, parents will be contacted for collection (and advised of the 48-hour sickness rule).

7.0 Intimate Care Record Log (Template)

Staff must log all intimate care and changing events in the standardized record grid below:

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