



G&T Events Ltd (trading as Future Survival)

Intimate and Personal Care Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: 2nd June 2025

Date of last update: 2nd June 2025

Date agreed and ratified by: 3rd June 2025, Mr G Broadbent, Director

Date of next full review: 1st June 2026

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

1. Purpose

This policy outlines our approach to supporting children and young people who may require intimate or personal care while attending our laser tag and activity setting. The aim is to safeguard the dignity, independence, and welfare of all children, while ensuring staff follow safe and professional procedures.

2. Scope

This policy applies to all staff, volunteers, and contractors working directly with children and young people under the supervision or care of our organisation.

3. Definition of Intimate/Personal Care

Intimate or personal care includes any care that involves:

- Support with toileting or changing clothes (e.g. after an accident or medical issue)
- Support with personal hygiene such as washing hands or wiping
- Support with dressing/undressing in exceptional circumstances

It does **not** refer to standard first aid or minor assistance (e.g. helping with overalls or removing laser tag vests), unless those actions require close physical contact and the child is unable to manage it independently.

4. Key Principles

We are committed to ensuring that:

- Children's dignity, privacy and rights are respected at all times.
- Every effort is made to encourage independence and minimise the need for staff to assist.
- Care is provided in a way that avoids embarrassment or distress for the child.
- No child is left in discomfort due to toileting issues, illness, or injury.
- All intimate care is conducted by trained, authorised staff and documented appropriately.

5. Staff Responsibilities

- Only trained and authorised staff will undertake intimate or personal care tasks that have a DBS.
- Staff must always ensure a **second adult is aware** when providing any form of intimate care.
- Care should be provided in a **private space** where the child feels safe and supported.
- Staff must **record and report** all instances of intimate care, noting the time, reason, and names of staff present.

- Parents/carers will be informed if intimate care has been provided during a session.

6. Consent and Communication

- Parents/carers will be asked to disclose any known care needs upon booking or arrival.
- Where possible, verbal consent will be sought from the child before providing care, and the child's preferences and comfort level will be respected.
- Children will never be forced to accept care and alternative arrangements will be explored if a child refuses support.

7. Safeguarding

- All intimate care is provided in line with our safeguarding policy and procedures.
- If staff suspect any safeguarding concern (e.g. unexplained injury, inappropriate behaviour), it will be reported immediately to the Designated Safeguarding Lead (DSL).
- Staff must maintain **professional boundaries** and avoid behaviour that could be misinterpreted.

8. Hygiene and PPE

- Staff must use appropriate Personal Protective Equipment (PPE) such as gloves or aprons when dealing with bodily fluids.
- Soiled clothing will be bagged and returned to parents; staff will not rinse or wash items on site.
- Cleaning procedures will be followed to ensure any affected areas or equipment are sanitised promptly.

9. Staff Conduct

- Staff are expected to maintain a calm, respectful and reassuring manner.
- Language used during care should be age-appropriate, clear, and never belittling or dismissive.
- Staff must never be left alone with a child during intimate care unless in an emergency or agreed in advance by the Director or DSL.