



Intimate Care Policy

Date Reviewed	Date Ratified	Policy to be reviewed
August 2019	To be ratified 10 th October 2019	August 2022

Introduction

This policy is written in line with the guidance from the Southern Area Child Protection Committee on Intimate Care Policy and Guidelines Regarding Children and Safeguarding and Child Protection in Schools – A Guide for Schools (Updated September 2019)

Definition

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.

- Feeding
- Oral care
- Washing
- Dressing
- Dressing/undressing
- Toileting
- Menstrual Care
- Photographs
- Catheter and Stoma Care
- Supervision of a child involved in intimate self-care
- Attended to by designated First Aiders in school situation.

Parental responsibility

- Parents have a responsibility to advise the school of any known intimate care and/or medical needs their child may have.
- Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and toileting access.
- At the start of each academic year parents/carers of pupils in the Foundation stage classes are asked to give permission for staff to carry out intimate care for their child (with particular reference to toileting accidents.) These consent forms (appendix 1) will be stored in the child's pupil file.

Principles of Intimate Care

The following are the fundamental Principles of Intimate Care upon which the policy and guidelines are based:

- Every child has the right to be safe
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted on their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Guidelines for Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff.

They apply to every member of staff involved with the intimate care of children.

Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

Adhering to these guidelines of good practice should safeguard children and staff.

1. Involve the child with their intimate care – encourage the child's independence as far as possible. Talk to the child about what you are doing and give them the opportunity to ask questions and give their opinions.
2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
3. Make sure the practice in intimate care is consistent.
4. Be aware of your own limitations – only carry out care activities you understand and feel competent and confident to carry out.
5. Promote positive self-esteem and body image – the approach you take to intimate care can convey

School Responsibilities

This policy outlines the approach by Poyntzpass P.S. to Intimate Care.

All staff undertaking the intimate care of children will be familiar with the Intimate Care Policy and procedures relating to the Child Protection Policy.

- **Staff should not undertake any aspect of intimate care that has not been agreed by Principal / Senior teacher and child.**
- **There should be two members of staff present when a child has to be changed and the intimate care record sheet should be signed by both and dated.**
- **In the case of specific invasive intimate care procedures, the Care Plan for that specific child will be followed and adhered to. This Care Plan will be reviewed and monitored regularly by the Southern Health & Social Care Trust and adults involved.**

All Intimate care record sheets are confidential and should not be shared with anyone.

At all times the intimate care details and care undertaken will be monitored by the Designated Teacher and Principal.

Our school recognises that all children have the right to be safe and to be treated with dignity and respect. Any concerns regarding child protection issues will be reported as detailed in the Child Protection Policy.

Invasive Intimate Care Procedures

There may be particular pupils which will require more personal intimate care procedures and for these pupils an appropriate CAREPLAN will be agreed and adhered to. This CAREPLAN will be created in advance in consultation with medical staff, parents/guardians and school staff. This CAREPLAN has to be agreed and signed by all parties before the intimate care procedures are carried out by the member of staff.

The protocol is followed rigidly for each procedure. If at any time the pupil feels uncomfortable and asks for the procedure to stop. That member of staff will report to the Principal and the parent/guardian will be contacted immediately.

Only necessary personnel will have access to the information regarding that pupil. Personnel employed to carry out the procedure will agree to attend the annual training to ensure all procedures are carried out correctly.

Concerns Emerging from Intimate Care

If during the intimate care of a pupil staff become concerned and with the knowledge of Child Protection issues they must report these concerns to the Designated Teacher for Child Protection (Mr Craig) or the Deputy Designated Teacher for Child Protection (Mrs McAlister). All staff are aware of the procedures to be following within the school Safeguarding and Child Protection Policy and these must be adhered to at all times.

School Procedures

Toileting

In the event that there is a need for a pupil to have a change of clothes as a result of a toileting issue the following procedure will be carried out.

- Follow the intimate care policy principles and guidelines.
- Year 1 class to have a supply of underwear and clothes to be used for changing purposes.
- The pupil should be brought to the bathroom and 2 adults will accompany the pupil.
- The pupil should be encouraged to carry out



Parental Permission for Intimate Care

Name of pupil / pupils:

If the need arises throughout the school day or at after

To receive intimate care e.g. help with changing / toileting

I understand that the staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

The incident will be recorded in school and records will be kept.

Signed: _____

Adult with parental responsibility for: _____

