

*St Joseph's Primary School  
(Madden)*



*Intimate Care Policy*

**Policy Review**

Date Agreed: January 2017

Next Review Date: January 2020

Signed by Chair of Governors:

Date:

## INTIMATE CARE POLICY

### **Introduction**

The health and safety of both staff and children is of utmost importance. While we strive to promote children's independence there may be times when help is required.

*This intimate care policy has been developed to:*

- Safeguard children and staff.
- Ensure children are treated with sensitivity and respect
- Provide a clear procedure for intimate care
- Inform parents in how intimate care is administered

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

Supporting a pupil with dressing/undressing

Providing comfort or support for a distressed pupil

Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

Feeding

Menstrual Care

Parents have a responsibility to advise the school of any known intimate care needs relating to their child

## **Principles of intimate care**

- The following are the fundamental principles 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 a right to be treated with dignity and respect
- Every child has the right to be involved and consulted in 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
  
- Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

## **Guidelines for Good Practice**

- Only female members of staff will carry out intimate care
- Each child will be treated respectfully and sensitively
- Matters involving intimate care will be dealt with confidentially
- Children will be encouraged to do as much for themselves as possible
- Children will have privacy to change appropriate to their age and situation

- Children will be consulted in their own intimate care and where possible be given choices in how it is carried out
- Care will stop immediately if the child appears distressed or uncomfortable when intimate care is being carried out. Staff will try to ascertain why the child is distressed and provide reassurance. The Designated Teacher (DT) must be informed in this instance
- If any concerns arise as a result of providing intimate care they must be reported immediately to the Designated Teacher

A record of intimate care will be kept in a log book. Details will include the child's name, the date and nature of care given and the signature of two members of staff.

### **Safeguards for children**

- All staff are vetted by the EA (Education Authority)
- Intimate care procedures will not be carried out by volunteers or students
- Staff involved in intimate care must be familiar with this policy, the Child Protection Policy and Pastoral Care Policy.

### **Procedures for Personal Care when changing a child**

As staff are in the role of 'loco parents' it is accepted that they will carry out necessary changing routine as a parent would, provided that the parent has completed the Parental Consent Form.

In situations where the consent form has not been completed the school will contact the parent to explain the circumstances of the situation. Continual accidents will be discussed with SENCO/Principal and school nurse may be contacted.

The intimate care is carried out by one staff member with the support of another member of staff. The practise of providing one to one intimate care of one child is supported, unless the intimate care requires two persons for the greater comfort / safety of the child or the child prefers two persons.

If a child is unable to toilet/dress independently, an agreed care plan will be drawn up between parent and staff.

In the event of a pupil informing a member of staff or a member of staff noticing that a child needs changed due to soiling/wetting the following procedures will be followed:

Acknowledge and reassure the child and receive the child's consent for changing

A member of staff will notify another member of staff that they will be facilitating the changing of a child.

The member of staff will provide alternative clothes for the child. In line with the Health and Safety Policy staff will use disposable gloves, wet wipes if required.

The member of staff will encourage the pupils to change independently. When appropriate the member of staff will talk the process through eg remove shoes, trousers, then underwear etc.

The member of staff will wash their hands and encourage to do so too. In line with the Safeguarding Child Protection Policy, the member of staff will report to Mr Loughran the Designated Officer. If Mr Loughran is not in school then Mrs Brolly Deputy Designated officer will act in his place and note any unusual marks noticed when a child is being changed. The child will continue to be monitored or, if necessary will be referred straight to Social Services.

The member of staff will record any changing of a child, the reason why it was necessary to change the child.

We will request that Parents launder/replace and return any clothing provided by the school.

### **Best Practice**

Pupils who require regular assistance with intimate care will have written Individual Education Plans (IEP), health care plans or intimate care plans agreed by staff, parent/carers and any other professionals actively involved, such as school nurses or physiotherapists. Ideally the plan will be agreed at a meeting at which all key staff will be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan will be reviewed as necessary, and at any time of change of circumstances, eg for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

## **Permission**

Permission to support children with intimate care will be obtained at the beginning of the school year. (Appendix 2)

Only in an emergency (and in consultation with the DT and principal) will staff undertake any aspect of intimate care that has not been agreed by parents. The child will be encouraged to do as much for themselves as possible and parents and the DT will be informed at the earliest possible time.

Where intimate care is required on a regular basis for pupils arrangements will be agreed between the school and parents, taking the child's views into account where appropriate. In such cases, consent forms are signed and stored in the Child Protection cabinet. Such arrangements will be reviewed each term and any amendments recorded.

## **Hygiene**

- Protective gloves will be worn
- Soiled clothing will be put in a plastic bag, unwashed, and sent home with the child
- All spills of vomit, blood or excrement will be wiped up and flushed down the toilet

**Providing comfort or support**

Children may seek physical comfort from staff (particularly children Foundation Stage). If physical contact is deemed appropriate it must be suitable to the age, gender and situation of the child. Staff need to be aware that physical contact must be kept to a minimum and be child initiated.

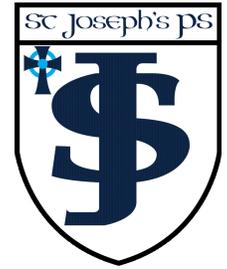
This policy should be read alongside the Safeguarding Child Protection Policy and Pastoral Care Policy.

**Appendix 1**

**St. Joseph's Primary School**



**Note to inform parents that their child has received intimate care in school**



**St. Joseph's Primary School**

**In line with the school's Intimate Care Policy this letter is to inform you that your child received help with intimate care today.**

**Child's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Please contact the school if you have any questions 028 37531890**

**Signed** \_\_\_\_\_

**Appendix 2**

**St. Joseph's Primary School**



**Permission Form for Intimate Care**

**St. Joseph's Primary School**



**Permission form for the Provision of Intimate Care**

Sometimes young children need help if they are wet or soil themselves. Female staff can help children in a sensitive way, encouraging them to do things for themselves when possible. If you prefer, staff can contact you or your emergency contact, who will be asked to attend without delay. St. Joseph's has an Intimate Care Policy. Copies of this policy are available in the office.

Please complete the form below stating your preference and return to school.

**Please sign as appropriate**

\*I give consent for \_\_\_\_\_ (insert child's name) to be changed and cleaned by staff if they wet/soil themselves.

Signature of Parent/Carer \_\_\_\_\_

\*I would prefer the school contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to assist my child.

Signature of Parent/Carer \_\_\_\_\_

