



Intimate Care Policy

Approved Date: TBC

Review Date: TBC 2029

Introduction

St Finian's Primary School's Intimate Care Policy has been developed to safeguard children and staff in school. It applies to everyone involved in the intimate care of children.

Definition

Intimate care may be defined as any activity which is required to meet the personal care needs of an 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, parents and other relevant professionals.

Principles of Intimate Care

- Every child has a 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 express their views on their own intimate care and to have such views taken into account
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities

In St Finian's Primary School intimate care may include:

- Toileting
- Washing
- Dressing/undressing
- Supervision of a child involved in intimate self-care
- Menstrual Care

School Responsibilities

The Principal, together with the Board of Governors will ensure that all staff undertaking the intimate care of children are familiar with, and understand St Finian's Primary School's Intimate Care Policy.

When a child has a specific intimate care need, the care arrangements will be agreed by the school, parents/carers professionals and child (if appropriate). Staff should not undertake any aspect of intimate care that has not been agreed.

The Designated Teacher for Child Protection will keep a record of intimate care incidents and parents will also be notified. All staff will have access to the intimate care form that should be filled in and given to the Designated Teacher for Child Protection. The pro forma for this is on the school network and kept in the classroom assistant's pigeon-hole in the staff room. (See appendix 1).

Foundation Stage/Key Stage One

Children entering P1 should be fully capable of looking after themselves with regards toileting. If this is not the case, parents must inform the school and agree, in writing, appropriate measures with their child's class teacher.

It is the responsibility of the parents/guardians to ensure a suitable change of clothing is available at all times. This can be stored on the cloakroom pegs outside the classrooms.

At the start of every academic school year or on transfer from another school, parents will be asked to sign a permission form allowing members of staff to help change their child if they have a 'wet' or 'dirty' accident. Parents are made aware that if there is an occurrence of heavier soiling or other circumstances where a comprehensive change of clothing is needed, staff may be required to provide care at a very personal level.

Where written permission is given, the following procedures will be followed:

- The child will be taken to a less public place to maintain dignity.
- Clean/dry items of clothing will be provided if none have been supplied from home and wet/soiled items will be sent home for washing. The child will be taken to the toilets and, if possible, with two members of staff present, the child will be given assistance to change. He/she will be encouraged to dress/undress and clean themselves in a cubicle, as age and ability allow, but help will be given if requested as appropriate.
- Staff will endeavor to maintain the child's dignity at all times.

Where written permission is not given, the parent/guardian will be contacted immediately. Staff will only provide intimate care:

- If the parent/guardian cannot be contacted ;
- When contacted, the parent/guardian is unable to come to school or make alternative arrangements and gives verbal permission.

School staff will decide on the most appropriate care to minimize any stress, discomfort or anxiety the child may be experiencing.

Key Stage Two

Parents of Key Stage Two children will also be asked to sign a permission form allowing members of staff to help change their child if they have a 'wet' or 'dirty' accident.

Intimate care will only be provided to the older children in extreme circumstances. It is anticipated that older children will be able to manage any situations given appropriate guidance, clothing and/or items of personal care.

In accordance with our Period Dignity Policy, students requiring menstrual support may consult with Ms. Russell or Mrs. Dalzell. They can offer support to them and provide essential resources. Parents/guardians will be contacted if deemed necessary.

Reporting Concerns

If any unusual markings, discolorations, or swellings are observed, this must be reported immediately to the Designated Teacher for Child Protection - Mr Barnes and in his absence either the Deputy-Designated Teacher for Child Protection - Mrs Dalzell, or the Principal.

If during the intimate care of a child a member of staff accidentally hurts them, or the child misunderstands or misinterprets something, they should reassure the child, ensure the child's safety and report the incident immediately to the Designated Teacher for Child Protection using the Child Protection Referral form (see appendix2). If the child is distressed or protests about the intimate care being given, the member of staff should stop and seek advice and assistance from another member of staff.

Any unusual or emotional behaviour should be recorded and reported. A written record of concerns must be made and kept in the child's file.

Intimate Care - Good Practice Checklist for Staff

Such care might be necessary with

- A child who has wet or soiled themselves
 - A child who has been hurt and treatment requires removal of clothing
-
- Involve the child - try to encourage independence as far as possible
 - Have another member of staff present to assist
 - Ensure the child's dignity at all times; they should be appropriately covered, door closed
 - Reassure the child and tell them what you plan to do
 - Listen to the child's wishes
 - If they are distressed or protest, stop the care immediately and seek advice or assistance from another member of staff

- Report the duty of intimate care to the Designated Teacher of Child Protection (Mr Barnes) following the event by filling in the Intimate Care Record Form
- Parents should be contacted after an incident requiring intimate care. This will be at the end of the day if the child was able to change themselves. Parents will be contacted by phone if assistance was required unless otherwise agreed by the parent in written form.
- Male staff should not perform duties of intimate care with a female child
- If you have any concerns regarding the child report them immediately to the Designated Teacher for Child Protection (Mr Barnes)

St Finian's Primary School will regularly review and update this policy when necessary, but no later than every three years.



St. Finian's P.S.

PERSONAL CARE RECORD

To be completed by the teacher or classroom assistant each time a child requires changing due to an incident such as vomiting, wetting or soiling.

<u>Date</u>	<u>Time</u>	<u>Name and Class</u>	<u>Incident - what, where etc...</u>	<u>Action taken</u>	<u>Signature</u>

Notes:

- Use only initials rather than the full name of the child concerned.
- Once completed please return to either Mr Barnes or Mrs Dalzell. These forms will be stored in the Child Protection cabinet.

CONFIDENTIAL

Child Protection
Initial Concern Form

Appendix#2



Please record the details of your concern below and give to Mr Barnes or Mrs Dalzell

Name of Child _____ Date _____
Teacher _____ Class _____

It is imperative that only factual information is recorded.

Details of incident/concern/disclosure – day, date, time, place, who dealt with it, observations or circumstances, description of physical/behavioural indicators, child's statement.

Details of anyone else involved; conversations held with anyone else; witnesses e.g. parent, other staff, designated teacher.

Are there any agencies working with this child at the moment? E.g. GP, EWO, psychologist, nurse, social worker, mental health services, behavioural services etc.

Signed _____ Date _____