

St. John's Primary School Gilford



Intimate Care Policy

Policy Adopted: 30th May 2018
Next Review Date: Summer 2020

Signed: _____
(Chair of Governors)

Date: _____

St John's Primary School Mission Statement

We in St. John's Primary School aim to provide a happy, welcoming, caring community, where the love and values of Christ are reflected in relationships and all pupils are helped to develop their uniqueness and prepared to lead fulfilling and purposeful lives.

St John's Primary School Aims

-  Promote Christian values and beliefs, encouraging respect for self and others
-  Provide a happy, caring, stimulating environment which is conducive to learning
-  Promote the spiritual, moral, cultural, intellectual, emotional and physical development of each individual pupil
-  Build upon existing home/school links and to develop a working partnership with parents and others
-  Strive to help children achieve their potential and to become independent life-long learners.

Introduction:

The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone in the intimate care of children in St John's Primary School and are designed to safeguard children and staff.

Definition

Intimate Care may be defined as any activity required to meet the personal needs of each individual child (in partnership with the parents/carers and child).

Intimate Care can include:

-  feeding
-  oral care
-  washing
-  dressing/undressing
-  toileting
-  menstrual care

Principles of Intimate Care

The following are the fundamental principles upon which our policy is based:

Every child has the right to:

- 🏰 be safe;
- 🏰 personal privacy;
- 🏰 be valued as an individual;
- 🏰 be treated with dignity and respect;
- 🏰 be involved and consulted in their own intimate care to the best of his/her ability;
- 🏰 express their views on their own intimate care and to have such views taken into account; and
- 🏰 have levels of intimate care that are as consistent as possible.

Roles and Responsibilities

- 🏰 All staff working with children must be vetted through Access NI Checks.
- 🏰 All staff must be aware of and understand the Intimate Care Policy and Guidelines within the context of their work.
- 🏰 Only nominated members of staff should undertake the intimate care of children. This information will be recorded on the proforma, kept under review and reviewed annually.
- 🏰 Parents/carers have a responsibility to advise staff of the intimate care needs of their child (if appropriate).
- 🏰 Intimate care arrangements are agreed by the school, parents/carers and the child (if appropriate).
- 🏰 Intimate care arrangements must be recorded and consent forms signed by the parents/carers and child (if appropriate).
- 🏰 Any intimate care needs e.g. washing/changing a child should be recorded by the teacher / classroom assistant.
- 🏰 Staff should not undertake any aspect of intimate care that has not been agreed by the school, parents/carers and child (if appropriate).
- 🏰 The practice of providing one to one intimate care is supported in St John's Primary School. However, it is recommended that two adults should be present if possible.

-  Arrangements should be in place to cover exceptional circumstances i.e. staff member on sick leave. Additional staff should be available to undertake specific intimate care tasks.
-  Any unusual markings/disco­lourations observed during intimate care, should be reported immediately to the designated teacher.
-  All children have the right to dignity and privacy. If the child appears distressed or uncomfortable when personal tasks are being carried out, reassurance should be provided and the parent/carer should be contacted.
-  If a staff member has concerns about a colleague's intimate care practice they must report this to the designated teacher.

Guidelines for Good Practice

1. Involve the child in their intimate care

Try to encourage a child's independence as far as possible in his/her intimate care. Where the child is fully dependent talk with them about what is going to be done and give them choice where possible.

Check your practice by asking the child/parent any likes/dislikes while carrying out intimate care and obtain consent.

Communication with Children:

-  Ascertain how the child communicates e.g. consult with child, parent / carer and, if appropriate, communication needs must be recorded (please refer to Appendix 1)
-  Make eye contact at the child's level
-  Use simple language and repeat if necessary
-  Wait for response
-  Continue to explain to the child what is happening even if there is no response
-  Treat the child as an individual with dignity and respect

2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

3. Make sure practice in intimate care is consistent

A consistent approach to intimate care is essential. Effective communication between school / parents / carers ensures practice is consistent.

4. Be aware of own limitations

Only carry out care activities you understand and feel competent and confident to carry out. If in doubt **ASK**.

5. If you have any concerns you must report them.

If you observe any unusual markings, discolourations or swelling including the genital area, report immediately to your designated teacher.

Report and record any unusual emotional or behavioural response by the child.

A written record of concerns must be made and kept in the child's personal file.

It is important to follow the school's reporting and recording procedures.

Parents/carers must be informed about concerns.

Current Intimate Care practice

- 🏠 If a child needs intimate care e.g. wets him/herself, the classroom assistant (CA), or teacher if CA is not available, brings the child to the toilet and asks the child to remove the wet clothes him/herself.
- 🏠 The CA/teacher gives the child dry clothes to put on ~ and assistance is given if required
- 🏠 The CA/teacher reassures the child to minimise any distress
- 🏠 The CA/teacher puts the wet clothes in a bag to be sent home
- 🏠 If a child has soiled clothes, parents should be contacted to come to the school to bring the child home for cleaning and changing



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Dear Parents,

I am writing to you regarding your child's need for support with intimate care routines. We have drawn up a school policy to ensure that the needs of our children are always met in a professional and dignified manner.

I would be grateful if you could sign and return the slip below once you have read the guidelines.

Yours sincerely,

Mrs Sorcha Lyness
Principal

I have received a copy of the school's Intimate Care Policy.

I would/ would not like to discuss the School's Intimate Care Policy with a member of staff.

Signed: _____

Name: _____

Date: _____

Parental Permission for Intimate Care

Should it be necessary, I give permission for _____ (insert child/children's name/s) to receive intimate care (e.g. help with changing or following toileting).

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

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

Signed: _____ Date: _____

Record of Intimate Care

Name of Child	Date	Time	Comments	Staff involved	Signature

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