



St Bride's Primary School

A Policy For Intimate Care

This Policy was written using guidance from the ACPC Intimate Care Policy and Guidelines Regarding Children (EA Website)

Intimate Care

1.0 Introduction

In Saint Bride's Primary School staff work with children with a variety of specific needs and requirements. As a school community we acknowledge that the issue of intimate care requires all staff to be respectful of the needs of the children in their care.

2.0 What is meant by the term 'intimate care'?

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. These may vary from more ordinary tasks such as washing to care associated with continence.

3.0 How will the 'intimate care' procedures be followed?

- 3.1 The dignity of the child is of paramount importance and a high level of privacy appropriate to the child's age and situation will be observed.
- 3.2 All staff will have a high awareness of child protection issues that will help ensure sensitivity when providing intimate care to children.
- 3.3 Saint Bride's Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties with the highest level of professionalism.
- 3.4 As a school community we recognise the importance of treating all children with respect when intimate care procedures are followed.

4.0 In accordance with Saint Bride's Vision "attainment for all within a happy, safe, caring Catholic environment..." we will therefore:

- 4.1 Ensure that all children who require intimate care are at all times treated respectfully, and that their dignity and 'well-being' is of pivotal importance.
- 4.2 Continually update all staff with training on intimate care to ensure that all the staff know the procedures in place, ensuring practice in intimate care is consistent, thereby safeguarding the child and the staff.
- 4.3 Ensure that all staff are supported to best cater for children with specific requirements, such as training from external agencies e.g. physiotherapist/ occupational therapist, Oakwood etc. as required.

- 4.4 Provide opportunities for children to discuss their needs and preferences in relation to the procedure being carried out. Children will be able to choose their mode of communication in accordance with their age and aptitude e.g. verbal, symbolic etc.
- 4.5 Make the child aware of the reason for the intimate care procedure.
- 4.6 Support pupils and encourage each child to be as independent as possible. Individual Care Plans will be drawn up for specific children in accordance with their particular needs and in partnership with their parents.
- 4.7 Respect each child's right to privacy. Each situation will determine the number of carers required to be present when a child needs intimate care. Where possible a child will be cared for by one adult unless there is a specific reason for having two adults present.
- 4.8 Have 'known carers' for specific children who will provide care. In case of their absence an alternative adult will be listed on their care plan and trained appropriately.
- 4.9 Apply to the EA to make the necessary changes to toilets, sinks, and soap dispensers in line with DDA regulations, where appropriate.
- 4.10 Ensure all parents in Nursery, Year 1 or where necessary parents of children in other year groups are given the St. Bride's School Changing Procedures and complete and sign the necessary permission slips. (See Appendix 1).
- 4.11 Involve Parents/Guardians with their child's intimate care arrangements and an agreement recorded on their individual child's care plan. The needs and wishes of the parents will be carefully considered alongside any possible constraints e.g. staffing, legislation.(See Appendix 2)
- 4.12 Continue to promote open communication for any child or adult who may have any concerns or issues in accordance with the Child Protection Policy in place.
- 4.13 Ensure that the procedures that are outlined in the Policy on Safe Guarding and Child Protection are followed should any member of staff have a concern about a child.
- 4.14 Continue to provide initial training and up date training to all members of staff.
- 4.15 Make the appropriate arrangements should a child become distressed or unhappy about being cared for by a particular member of staff.
- 4.16 Follow all necessary procedures should a child make an allegation against a member of staff in line with our Safeguarding and Child Protection Policy.

- 5.0** In emergencies, where a child has e.g. been incontinent, sick etc. staff should:
- 5.1 Enlist the help of a classroom assistant where possible. (If this is not possible teachers should ask for assistance from their neighbouring colleagues to mind their class and attend to the needs of the child.)
 - 5.2 Ensure that the child is taken to a private area.
 - 5.3 Where necessary, help to clean the child and their clothes or change into clean clothes provided by the school. (A supply of uniforms and underwear etc. will be available from the class teacher or Miss Joyce the Vice Principal.)
 - 5.4 Parents will be informed and parents will be asked to return any clothes provided for their child.

Appendix 1 Form for parents

St. Bride's Primary Intimate Care Policy School Changing Procedure

1. Child informs adult he/she needs changed or adult notices. (Adult checks child's folder to ensure consent has been given to assist the child if necessary, if not the parent is informed and asked to make arrangements)
2. A change of clothing will be supplied by the teacher for the child. This clothing should be washed and returned to the teacher.
3. Child is asked to go to toilet area and to remove shoes, socks etc. if the child needs help to change the assistant/teacher will put on plastic gloves and provide assistance. The adult will inform the child what she is doing to assist the child at all times.
4. The assistant/teacher gives child a wipe and asks them to clean themselves. (If they cannot help will be provided by the adult)
5. The child puts on clean clothes and adult assists if needed.
6. Wet/soiled clothing is put into a plastic bag, tied and placed into the child's schoolbag to go home. Parent/carer is informed at home time.
7. Child and adult wash hands thoroughly with soap and warm water.
8. In some cases, badly soiled pants are disposed of in a sealed bag in the outside bin.

St. Bride's Primary School - Intimate Care Policy
Changing Procedure Parental Consent Form (Please tick)

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. I have read and have been given a copy of the changing procedure. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I give permission for staff to change my child. | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered 'Yes' to each of the questions above please sign and date.

Parent Signature: _____ Date: _____

If you have answered **no** to point 2 above then;

- | | Yes | No |
|--|--------------------------|--------------------------|
| 3. I have made arrangements for either myself or another designated person to be contacted to come to school to change my child. | <input type="checkbox"/> | <input type="checkbox"/> |

Alternate arrangements for changing my child _____

Who to contact: _____

Relationship to child: _____

Phone No: _____

Name of Child: _____ Class: _____

Parent Signature: _____ Date: _____

Appendix 2 Personal Intimate Care Plan

<u>St. Bride's Primary School</u>		
<u>Intimate Care Plan</u>		
<u>Pupil:</u>	<u>DOB:</u>	
<u>Address</u>		
<u>Assistance:</u>		
<u>Timetable</u>		
<u>Persons assisting</u>		
<u>Alternative Arrangements</u>		
<u>Location/ Equipment</u>		
<u>Signed</u>	<u>Designation</u>	<u>Date</u>
<u>Parent</u>		
<u>Pupil</u>		
<u>Assistant/s</u>		
<u>Teacher</u>		
<u>Principal</u>		