

Intimate Care Policy

Annsborough Integrated Primary School



Reviewed: January 2018

Introduction

The Intimate Care Policy has been developed to safeguard children and staff and follows the guidelines distributed by "Intimate Care and Policy Guidelines Regarding Children" document (<https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/intimate-care-policy.pdf>)

Intimate care arrangements will be reviewed every 6 months taking into account the views of all relevant parties.

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.

Intimate care can include:

- Feeding
- Oral Care
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Photographs
- Treatments such as enemas, suppositories, enteral feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care

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 the 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 consistent as possible.

Staff

The only staff identified by Annsborough Integrated Primary School to undertake the intimate care of children are:

Mrs Donna McCabe

Mrs Lynda Brown

Mrs Maria McGrath

Mrs Emma Elliott

Mrs Caroline Cunningham

Mrs Bronagh McGarry

Mrs Patricia Kearney

Training

Staff will fully understand the Intimate Care Policy adopted by the school and if required, will attend training as required as some training will be specific to the needs of any disabled pupils in our care. It is understood that intimate care cannot be taken unless permission has been granted by parents or guardians.

Keeping Records

If intimate care is provided, an incident form is completed and records kept in the Intimate Care file located in the office. At the same time, the parents/ carers will be informed of all action taken.

Permission

Parents will be asked to provide consent, in written form, should the need arise to provide intimate care. A copy of the incident form will be included in their file when intimate care is provided.

Foundation Stage

- 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.
- The class teacher or classroom assistant may assist the child to get changed.
- Two adults are necessary when one is involved in the actual changing of clothes and cleaning the child.
- The adult not involved in changing the child must be as unobtrusive as possible.
- Following the incident an Intimate Care Form must be filled in and signed by both adults assisting the child.
- Parent will be informed.
- If the pattern is frequently repeated or there is a problem the adult involved will refer the matter to the SENCO or Principal
- Spare clothes for boys and girls are available.
- In September parents will be asked to give permission regarding intimate care as part of the parent pack and data collection.

Key Stage One and Two

- Children will be encouraged to take charge of their own changing.
- An adult will remain in close vicinity to help the child if necessary or to remove the bag with soiled clothing.
- An adult will fill in an Intimate Care Form and sign it.
- The parent will be informed in writing and by phone.
- Persistent cases or problems will be reported to the SENCO or Principal.
- Pupils will use their own toilets to change with other children excluded from the area, to maintain the dignity of the child.

Reporting Concerns

If a member of staff has concerns about a colleague's intimate care practice, they must report this to their Designated Teacher.

Similarly, if a member of staff has any concerns about a pupil, they must report to the Designated Teacher.

Pupils will be treated with respect and with an awareness at all times to protect the child's personal dignity.

Policy Review

This policy will be reviewed every six months as recommended by ELB Child Protection Committees.

Appendix 1: Letter to parents.

Annsborough Integrated Primary School.

Dear Parent,

Your child was changed today because he/she

- Got wet while playing at the water tray
- Had a toilet accident
- Was sick
- Was in unsuitable clothing
- Other



Signed: _____

Date: _____

Annsborough Integrated Primary School.

Dear Parent,

Your child was changed today because he/she

- Got wet while playing at the water tray
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- Was sick
- Was in unsuitable clothing
- Other



Signed: _____

Date: _____

