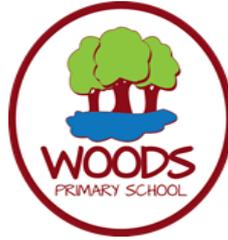


Woods Primary School



Intimate Care Policy

Introduction

This Intimate Care Policy has been developed to safeguard all children and staff in Woods Primary School. It applies to anyone involved in the intimate care of children.

What does Intimate Care mean?

Intimate Care refers to any activity which may be required to meet the personal care needs of an individual child. It is the responsibility of all parents/guardians to advise staff of the intimate care needs of their child. The staff, in turn, have a responsibility to work in partnership with the children and parents/guardians.

This can involve;

- Supporting a pupil with dressing/undressing.
- Providing comfort or support for an upset or distressed child.
- Assisting a pupil who is wet/soiled or has vomited.
- Assisting a pupil who requires medical care who is unable to help themselves.

Aims

The aim of the policy is to;

- Safeguard all children considering their individual needs.
- Ensure each child is treated with dignity and respect and given as much privacy as is appropriate to their age and situation.
- Safeguard all adults who are required to be involved in any aspect of a child's intimate care needs.
- Ensure each child is involved and consulted in their own personal intimate care to the best of their abilities.
- Ensure that levels of intimate care are as consistent as possible.
- Ensure that parents/guardians are consulted with regards to the intimate care of their children.

Procedures in the event of your child requiring Intimate Care

In all matters arising concerning intimate care the issues will be dealt with confidentially and sensitively and the young person's right to privacy and dignity will be maintained at all times. It will also be important to note that the child concerned will be given choices as to best deal with their situation and to ask them how much support or help they perhaps require.

(1) Supporting dressing/ undressing (due to wetting/ soiling/ illness)

- Staff should always encourage children to attempt undressing/ dressing unaided.
- Staff should always ensure they have notified another colleague of what is taking place and, if possible, the colleague remains nearby.
- Always give the child the opportunity to change in private.

(2) Providing Comfort or Support

- Where a child requires physical support, staff need to be aware that **physical contact must be kept to a minimum.**
- If physical contact is deemed to be appropriate, staff must provide care which is **suitable to the age, gender and the situation of the child.**
- If a child requires physical comfort from a member of staff, this should **always be done in the presence of others.**

(3) Wetting and Soiling

- If a child refuses assistance at any stage and cannot or will not change themselves then a parent/guardian will be contacted. The child will be supervised, comforted and kept away from the other children to preserve dignity until the parent/guardian arrives.
- A small supply of underwear and school clothing will be kept in school.
- If a child's underwear and clothing needs to be changed due to a wetting or soiling incident, the child will be asked to change themselves in private and carry out the act themselves.
- If a child is unable to change their underwear perhaps due to soiling (as is likely P1/2 and perhaps KS1), the child will be asked if they would like help with this and two adult staff members will assist them with this.
- In all instances a record of the incident will be kept in the school and the parent/guardian will be informed by telephone or at hometime.
- Wet/soiled clothing will be put into a plastic bag and sent home with the child. The 'borrowed' school clothing should be washed and sent back to school as soon as possible.

Medical Care

- Pupils requiring short term or long term medical care, involving intimate care, will receive this care in line with the individual child's 'Care Plan'. The content of any 'Care Plan' will be **discussed and agreed with the relevant medical body and parents/guardians beforehand.**
- If it is necessary for appropriate staff in school to provide the level of medical care required, the staff member/ members, **if in agreement** , will receive the appropriate training.
- Written permission must always be received from the person with parental responsibility before any medical procedure can be 'carried out' or any medication administered.

Guidelines for Staff

If a child requires assistance involving intimate care, as previously outlined and list of contacts are unavailable, staff will ensure:

- Parents/guardians are informed as soon as possible.
- Another member of staff is informed and/ or involved about the action required.
- Protective gloves are worn (as appropriate).
- The child is consulted and their wishes/feelings are respected at all times.
- The child is encouraged to care for him/herself as far as possible.
- All physical contact should be kept to a minimum when assisting a child. However a staff member may be required to come into some level of physical contact in order to aid the child.
- Privacy is given to the child at all times.

Hygiene

All staff are familiar with normal precautions for avoiding infection and must follow basic hygiene procedures to avoid risk.

They have access to protective, disposable gloves which are stored in the Staff Room.

Safeguarding Staff

Members of staff need to have regard to the danger of allegations being made against them and must therefore take precautions to avoid this possibility. In addition to the Guidelines outlined previously they should:

- Complete an 'Intimate Care Form' and date and sign what has taken place.
- Report any marks, bruises, discolouration's or swelling observed to the Designated Teacher for Child Protection (DT).
- Report any unusual emotional or behavioural responses by the child to the DT.
- If they themselves accidentally hurt a child when assisting with any form of Intimate Care they must reassure the child, ensure their safety and report the incident immediately to the DT.

Safeguarding Children

All staff members working unsupervised with the children in Woods Primary School are vetted and must gain 'Access NI' clearance before beginning to work in the school. Children's rights to privacy will always be respected when dealing with matters of intimate care.

Review

The procedures within this policy will be reviewed bi-annually as part of our overall Safeguarding and Child Protection Policy.

Signed: _____ (Principal)

Signed: _____ (Chairperson)

Date: _____

Woods Primary School



Intimate Care Policy

Dear Parent/Guardian

As part of our duty to safeguard your child/children we have an Intimate Care Policy. This policy refers to any activity which may be required in school to meet the personal care needs of an individual child. Please read the policy on the school website.

This policy applies to children within P1-P4. Parents/Guardians are asked to complete the consent form for the new academic year.

Mrs K White

Principal

I _____ (parent/guardian) of

_____ (child) give permission

for any of the Staff in Woods Primary School to aid my child in their intimate care as outlined in the policy.

I have read and understood the Intimate Care policy.

Signed: _____ (parent/guardian)

Date: _____