



# **ORRITOR PRIMARY SCHOOL AND NURSERY UNIT**

**Intimate Care Policy  
March 2022**

## **Abstract**

This Policy was designed to outline the school's procedures in relation to intimate care of pupils.  
It was devised in line with relevant documentation and stakeholder consultation.

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## **Introduction/Rationale**

Every child in Orritor Primary School and Nursery Unit has the right to be safe and to be treated with dignity and respect. The guidelines in this policy are designed to safeguard children and staff in the area of intimate care.

The guidelines in this policy apply to every member of staff involved with the intimate care of children. Although the policy is designed to safeguard all children, we must recognise that children with a known disability can be especially vulnerable. Staff involved with their intimate care must be sensitive to their individual needs.

In addition to this, staff also need to be aware that some adults may use intimate care as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to these guidelines of good practice should assist in safeguarding both parties against accusation.

## **Definition**

Intimate care is any assistance that involves touching a child, while carrying out a procedure that most children are able to do for themselves, but some are unable to manage without help. This may involve help with eating, drinking, dressing, and matters of personal hygiene such as washing and toileting. In some instances, more specialised intimate assistance may be needed for children with physical or medical difficulties.

## **Principles of Intimate Care**

The fundamental principles upon which this 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 their 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 to intimate care that are as consistent as possible.

## **Change of Clothing**

When dealing with young children in particular, we realise that sometimes 'accidents' can happen in school; this can range from a toileting issue, getting wet during play or falling in the mud. With this in mind, we have spare clothing available at school for any child who needs something.

At the beginning of Nursery/Primary 1, we send home a '*Change of Clothing*' (Appendix 1) consent form as part of the policy for parents who give permission for their children to be changed when an accident happens.

As a school we emphasize the importance of a child changing their own clothes, but state that, with parental permission, staff will assist where necessary.

## **Intimate Care and the Child**

- The child has the right to assistance that respects his/her dignity, and to feel safe when being moved or handled.
- The child has the right to feel comfortable with the adult's assisting him/her, and to make it known if this level of comfort is disturbed.
- The child should be encouraged to engage in the care procedure, to know what is happening, and give permission at each stage.
- The child should be encouraged to work towards independence, and helped to do as much as possible for him/herself.

## **Parents**

- Right to information: parents should be informed of any procedures employed to meet the needs of their child. Procedure should be shared, understood and agreed with parents.
- Responsibility to ensure that all relevant information is provided to help the school assist their child. Parents should meet with the adult/s who will be providing intimate care for their child and be informed of the school's arrangements in the event of the adult not being there.
- Parents should consider alternative arrangements to allow the child to participate in school activities and outside school activities.
- The school should gain written consent from the parents for the care to be provided and for information to be shared with relevant staff.

## **Confidentiality**

- Information regarding agreed procedures must be treated confidentiality and held in relation to GDPR regulations. Information about a child should not be discussed with, or disclosed to any other adult.
- Care should be provided at agreed times, at the child's request or in response to an agreed signal from the child.
- Appropriate terminology for body parts and bodily functions should be clarified between the child, parents and the assistants.

## **Procedures**

We will try to encourage a child's independence as far as possible in his / her intimate care. Where the child is fully dependent, we will talk with them about what is happening and give them choice where possible. We will ask the child / parent / guardian any likes / dislikes while carrying out intimate care and obtain consent. Effective communication between parents / guardians / staff ensures practice is consistent.

If a child has had to be changed, this will be recorded on the 'Clothes Changing Record' (see Appendix 2) and the parent / guardian will be told verbally, where applicable, otherwise in writing.

## **Writing an Individual Intimate Care Plan**

In cases where a child is identified as having a particular need for intimate care, a plan will be drawn up in agreement with staff, parents/guardian and the pupil. At the forefront of the agreed plan will be the need for safety, privacy and dignity in relation to the care of the child.

### **When writing an intimate care plan, the following should be included:**

- clear information regarding the assistance to be provided, detailing exactly what will happen with the use of appropriate and agreed language;
- the method of communication to be used by the child;
- the named person/s with responsibility for the child;
- the timetable, where possible, detailing when assistance will be provided;
- arrangements made in the absence of the named person/s;
- arrangements for school events and activities;
- the means by which the arrangements will be monitored;
- strategies to prevent or deal with questions/comments from other pupils;
- and the maintenance of a record of assistance.

*Whilst it is recommended that two adults assist the child, this level of staff resourcing may not always be available and the introduction of a second adult, although helpful in providing protection against safeguarding allegations, can further erode the child's privacy.*

- If the plan has been agreed and signed by parents, staff and pupil if appropriate, it is acceptable to have one assistant unless there are implications regarding safe handling.
- Alternative arrangements must be in place in the absence of named staff.
- The plan should specify the assistance to be provided as clearly as possible e.g. undressing/cleaning the child, holding a child in a position etc.
- Assistant must talk to child throughout procedure saying exactly what they are going to do.
- The assistance should be rehearsed to the parent, in the bathroom before care is given. Following this there should be no change to what has been agreed.
- Teachers should be aware of the care timetable, particularly if the child needs to be absent from class, and should be aware of the approximate time this should take.
- The plan should be signed by all contributors and reviewed regularly, where applicable.

## **Training and Resources**

- Guidance/advice may often be provided by the child's parent and/or the child.
- All staff must be up-to-date in Safeguarding and Child Protection Training.
- Specialist training to use specific equipment should be sought through the Education Authority.
- It is recommended that a substitute staff member should only be providing intimate care in the absence of the regular assistant if they have been appointed through the school. Casual substitute staff should not provide intimate care in the school setting.
- The school must provide accommodation that ensure privacy for the child and is spacious enough to accommodate equipment and staff.
- The school should provide resources needed to carry out duties: aprons, gloves, wipes and medicated hand washing products.
- Additionally, a school may be required to provide labelled bins for disposal of soiled waste products such as catheters, needles etc.
- Schools should make sure that an assistance has a means of attracting attention and assistance in an emergency situation.

## **Vulnerability to Abuse**

- Children should be encouraged to recognise and challenge inappropriate assistance and behaviour that erodes their dignity and self-worth.
- The school should ensure that the programme of assistance is monitored and both child and adults are given the opportunity to report any concerns they may have. The Designated Teacher for Child Protection, Mr Frizzell, should undertake this responsibility.

### **Factors which could increase a child's vulnerability;**

- multiple assistants;
- inability to distinguish between assistance and abuse;
- inability to communicate.

### **Factors which could increase an assistant's vulnerability;**

- possibility of accidents;
- misunderstanding and misinterpreting care plan or child;
- possibility of child becoming aroused.

**Policy Review/ Design/ Implementation**

Designed	September 2021
Reviewed by Principal	September 2021
Reviewed by Staff	September 2021
Reviewed by Parents/Guardians	September 2021
Reviewed by Governors	September 2021
Ratified by Governors	March 2022
Implemented	March 2022
Due for Review (3 years)	March 2025

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix 1: Change of Clothing Consent Forms

# Orritor Primary School and Nursery Unit

## Change of Clothing Consent Form

During the school day, younger children may sometimes have little accidents which require a change of clothes: this could range from a toileting accident to falling outside.

**It is our policy to encourage your child to change him/herself in as much as is possible for them.**

In the event of your child being unable to do this, it is necessary, however, to have your permission for staff to assist with changing.

If permission is not given, staff will not be able to assist and parents would therefore be contacted, where necessary, to come to school and help with their own child.

### **In assisting, staff will;**

- 1) Provide your child with clothing items needed.
- 2) Encourage your child to be independent and change themselves.
- 3) Listen to your child in relation to assistance they require.
- 4) Assist child, as directed by them.
- 5) Inform parent of reasons for changing via 'Changing Record' slip.

**I give permission for school staff to assist my child to change his / her clothing when necessary.**

Child's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Parent/Guardian**

Date: \_\_\_\_\_





**Appendix 3: Permission for Individual Intimate Care**



**Orritor Primary School and Nursery Unit**

<b>Child's Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Parent/Guardian (print name)</b>	
<p><b>I/we give permission for the assistance detailed in this Intimate Care Plan to be given to my/our child and will advise the school of any changes that may impact this provision.</b></p> <p><b>Signed:</b></p> <p><b>Date:</b></p>	
<p><b>I, the child, give permission for the assistance detailed in this Intimate Care Plan to be provided to me.</b></p> <p><b>Signed:</b></p>	
<p><b>I, the Designated Teacher for Child Protection, agree to the procedures detailed in this Intimate Care Plan.</b></p> <p><b>Signed:</b></p> <p><b>Print:</b></p>	

## Appendix 4: Intimate Care Plan



### Orritor Primary School and Nursery Unit

<b>Pupil Name:</b>	
<b>Date of Birth:</b>	
<b>Diagnosis:</b>	
<b>Assistance:</b>	
<b>Timetabling:</b>	
<b>Person/s Assisting:</b>	
<b>Terminology to be used, if applicable:</b>	
<b>Alternative Arrangements for Assistance:</b>	
<b>Location/Equipment:</b>	
<b>Review Date:</b>	

<b>Designation</b>	<b>Signed</b>	<b>Date</b>
Parent		
Pupil		
Assistant/s		
Principal		



### **Changing Record – Parental Slip**

It was necessary to provide your child with clean clothing today and to assist him/her with changing.

Clothing was provided because:

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Please wash the garments and send them back to school as soon as possible.

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### **Changing Record – Parental Slip**

It was necessary to provide your child with clean clothing today and to assist him/her with changing.

Clothing was provided because:

---

---

Please wash the garments and send them back to school as soon as possible.

---



### **Changing Record – Parental Slip**

It was necessary to provide your child with clean clothing today and to assist him/her with changing.

Clothing was provided because:

---

---

Please wash the garments and send them back to school as soon as possible.