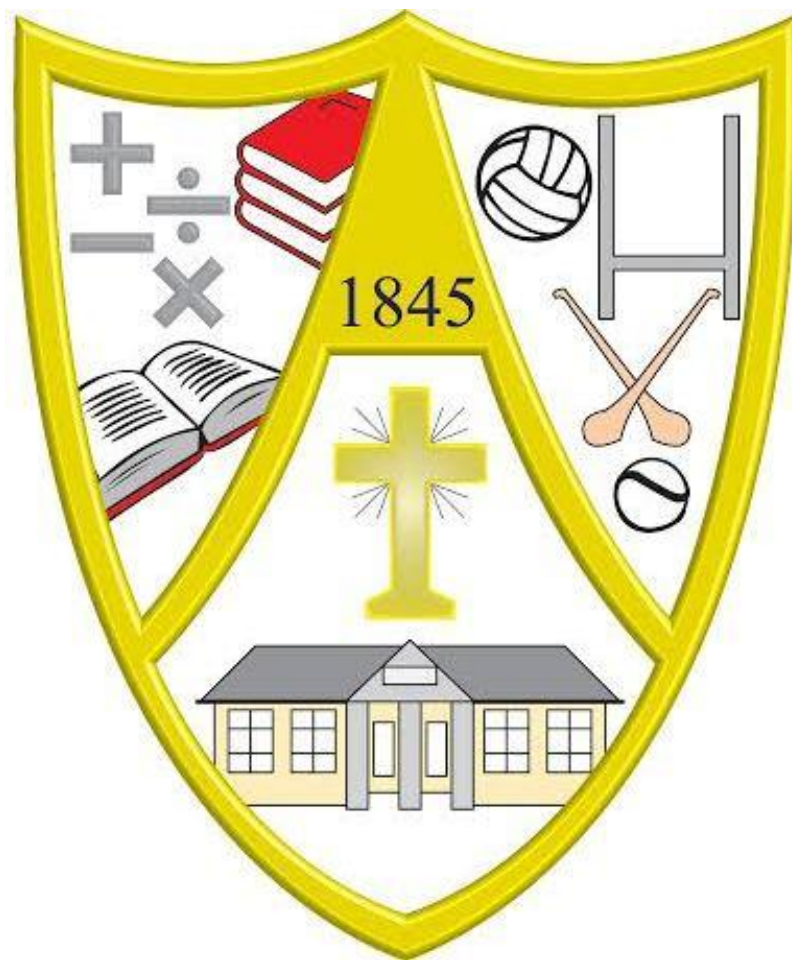


Jonesborough Primary School



Intimate Care Policy



JONESBORO'PRIMARY SCHOOL Intimate Care Policy

Introduction

This document outlines the approach to Intimate Care in Jonesborough Primary School. The Intimate Care Policy and Guidelines Regarding Children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children. Children with a disability can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

In Jonesborough Primary School we are aware that there are a number of issues to consider when responding to a child's individual needs. It is important that a child's needs are met whilst having regard to the needs of all the other children within the school.

Definition

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.

Intimate care can include:

- Feeding - Oral care - Washing - Dressing
- Dressing/undressing - Toileting - Menstrual Care

Care Procedures

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. Staff who provide intimate care will be familiar with the intimate care Policy Procedures relating to the Child Protection Policy and have a high awareness of child protection issues.

Staff should not undertake any aspect of intimate care that has not been agreed

Jonesborough Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Jonesborough Primary School recognises that there is a need to treat all children with respect when intimate care is given.

Principles of Intimate Care

The following are the fundamental Principles of Intimate Care 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 on 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 as consistent as possible.

The Protection of Children

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding (Road Safety/Stranger Danger/NSPCC Pants Campaign).

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc s/he will immediately report concerns to Ms M Litter (designated person for child protection) or in her absence Mrs Rigney (deputy designated person for child protection). A clear record of the concern will be completed and referred to social care and/or the police if necessary. Parents will be informed that a referral is necessary prior, unless doing so is likely to place the child at greater risk of harm.

Staff will follow the School's Intimate care policy or the child's individual health care plan at all times.

Our school recognises that all children have the right to be safe and to be treated with dignity and respect. Any concerns regarding child protection issues will be reported as detailed in the Child Protection Policy.

Toileting/Accidents

Parental permission will be sought at the beginning of the year for the school staff to change a child's uniform if they become wet. It is not the policy of the school to offer intimate care to a child who has had a soiling accident. In this occurrence, parents will be contacted by the school, and asked to make arrangements to attend to their child's needs. (Parents are given the option to their child home for changing or they can use the school's facilities to change the child. It is expected that the child will return to normal classes after, unless the situation requires the child to remain at home.

Where we are unable to make contact with the parent, or the parent is unable to attend the school, we will change the child using a spare uniform, encouraging independence where possible. Where this occurs 2 adults will be present and the incident will be recorded on the Child Protection record pro-forma. The pro-forma notice will be sent home to parents/carers.

The emotional state of the child is paramount at all times. If at any stage a child appears distressed or uncomfortable when personal care tasks are being carried out, the care will stop immediately and parents/carers will be contacted or notified.

Incontinence issues

Parents/carers have a responsibility to advise staff of the intimate care needs of their child and will be asked to sign a permission slip for an adult to help in the intimate care of their child.

Parents/guardians of children who have incontinence issues are encouraged to inform the school and provide a 'Personal Hygiene Pack' containing wipes, pants etc, in a sealable bag.

Supervision of a child involved in intimate care

In most situations one member of school staff facilitates by guidance and instruction, the child as they change themselves, encouraging as much independence and autonomy as possible.

Record Keeping and Communication

All staff undertaking the intimate care of children will be familiar with the Intimate Care Policy and procedures relating to the Child Protection Policy. Staff should not undertake any aspect of intimate care that has not been agreed.

The school will record all intimate care arrangements and these will be signed and dated and copied to parents/carers. All intimate care records will be kept in the Child Protection Intimate Care folder held by the Designated Teacher. Confidentiality and privacy will be adhered to at all times.

When a child requires intimate care the task will be carried out and signed by two adults. The school will set in place effective communication between parents/carers to ensure practice is consistent.

At all times the intimate care details and care undertaken will be monitored by the Designated Teacher and Principal.

Related School Policies

Safeguarding and Child Protection Policy

Code of Conduct for staff

Pastoral Care Policy

First Aid Policy

Use of Reasonable Force and Safe Handling Policy

This policy will be reviewed annually to ensure it fits the needs of the pupils.
September 2021

JONESBOROUGH PRIMARY SCHOOL

Guidance Procedures - Intimate Care

- Staff will obtain signed consent from parents/guardian.
- Intimate Care Policy will be explained to parent/guardian.
- Staff will be trained in procedures and this will be reviewed on yearly basis with Child Protection Review.

INTIMATE CARE PROCEDURES

If a child requires changing:

- Member of staff informs another (Staff 2) that they are going to change child
- Bag is collected by child or adult if necessary
- Child is encouraged to be as independent as possible
- Door to changing area is not to be closed but adequate screening of child to ensure dignity
- Staff member informs (Staff 2) that they have returned
- Fill out Intimate Care Record and Home Information Slip
- Designated teacher informed
- Intimate care record & Home information slip completed

Intimate care after a soiling accident:

- School contact parent/guardian to take charge of situation

** parent/guardian unable to attend or cannot be contacted

- Member of staff obtains assistance of 2nd staff member
- Spare clothing/hygiene pack collected
- Accessible toilet used/ door to changing area is not to be closed but adequate screening of child to ensure dignity
- One staff member attends to the personal hygiene needs of the child
- 2nd staff member remains at the main toilet entrance area
- Designated teacher informed
- Intimate care record & Home information slip completed

(Staff attending a soiling accident will assist the child with changing where possible, and offer only the required amount of assistance. Staff members will wear a disposal apron and gloves. Any soiled waste will be placed in a polythene waste disposal bag, which can be sealed. This bag will then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. Staff should be aware of the school's "Health and Safety" policy.)

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Intimate Care Policy

I the parent/guardian of: _____

Give permission for him/her to be changed in accordance with the school's Intimate Care Policy.

I understand that my child will be changed by a class teacher/classroom assistant or another vetted member of staff.

Signed _____

Date _____

Home Information Slip

_____ needed to be changed today.

Signed _____

Home Information Slip

_____ needed to be changed today.

Signed _____

Home Information Slip

_____ needed to be changed today.

Signed _____