

Intimate Care Policy



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Ratified by the Board of Governors: _____

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The pastoral care of our children is central to the aims, ethos and teaching programmes in Thornfield House School and we are committed to developing positive and caring attitudes in our children. Our Intimate Care Policy is part of our collective pastoral care policies. This policy is in line with multi-agency guidance as found in the Area Child Protection Committees' (ACPC) Regional Policy and Procedures (2005). It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children.

'Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.' (9.26, ACPC Regional Policy and Procedures).

In school this may occur on a regular basis or during a one-off incident.

Thornfield House 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. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

What we mean by the term 'intimate care'

Intimate care is any care which involves one of the following:

1. Assisting a child to **change his/her clothes**
2. **Changing or washing a child** who has soiled him / herself
3. Assisting with **toileting** issues
4. Supervising a child involved in **intimate self-care**
5. Providing **first aid** assistance
6. **Providing comfort** to an upset or distressed child
7. **Feeding** a child
8. Providing **oral care** to a child

9. Assisting a child who requires a specific **medical procedure** and who is not able to carry this out unaided. *

* In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.)

Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- ✓ Every child has a 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;
- ✓ All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- ✓ All children have the right to express their views on their own intimate care and to have their views taken into account; and
- ✓ Every child has the right to have levels of intimate care that are appropriate and consistent.

Assisting a child to change his / her clothes

This is most common in our foundation stage. On occasion, an individual child may require some assistance with changing if, for example, he / she has not made it to the toilet, has had an accident at the toilet, gets wet outside, or has staining/mess on his / her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way, the school will attempt to contact parents and inform them that their child has become distressed. In exceptional circumstances, it may be necessary to ask parents to come and assist their child.

Changing a child who has soiled him/herself

If a child soils himself/herself in school a professional judgement must be made whether it is appropriate to change the child in school or request the parent/carer to collect the child for changing. In most cases, the child will be changed in school to preserve the dignity and comfort of the child and see to their needs as soon as possible. In either circumstance, the child's needs are paramount, and he/she should be comforted and reassured throughout. The following guidelines outline our procedures, but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- The school will have a supply of wipes, clean underwear and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available in most classes).
- If a child is not able to complete this task unaided, school staff will offer help.
- If child refuses help and cannot help themselves the emergency contact of the child will be contacted. If none of the contacts can be reached the principal is to be consulted and a decision taken based on loco-parentis and our duty of care to meet the needs of the child.
- The members of staff who have assisted a pupil with intimate care will complete the intimate care form (appendix 1) and inform the parents by placing a note in their diary. Copies of the intimate care form are available from the pastoral

care co-ordinator and are generally kept in each classroom in foundation and key stage 1 classes. Completed forms should be sent to the pastoral care co-ordinator when full or at least at the end of each term.

Child Protection/Safeguarding Guidelines

- Encourage the child to do as much as they can themselves
- Ensure that the action you are taking is necessary. Get verbal agreement to proceed -
- No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

CARE – CONCERN – COMMUNICATE.

Pastoral Care Procedures

- Ensure the child is happy with who is changing him / her.
- Be responsive to any distress shown.

Basic hygiene routines

- Always wear protective disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents.

Providing comfort or support to a child:

There are situations and circumstances where children seek physical comfort from staff. Where this happens, staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that their actions could not be regarded as intimate behaviour. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and ability of the child and current context.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable. If a child touches a member of staff, as noted

above, this should be reported, in confidence and in writing to the Designated Teacher for Child Protection.

Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

A small number of children will have significant medical needs and will have an Individual Care Plan. This Care Plan will be formulated following advice from relevant multi-disciplinary agencies. If required, school staff will receive appropriate training.

Parental permission must be given before any medication is dispensed in school- permission to administer medication can be found on the medical form in the yellow folders in the office. The information on this form includes:

- The name and address of the child's GP;
- Relevant medical history;
- Vaccinations;
- History of illnesses and allergies;
- A list of any medication that is taken daily;
- Whether or not consent has been given
 - For staff to administer prescribed medication
 - For staff to take a child to a doctor or hospital for treatment at their discretion.

Any medication should be given to the bus or taxi escort who will deliver it to the classroom assistant or class teacher. Parents should send the exact dose for each prescribed time that medication should be given.

Swimming

Our class 4 - year 10 children participate in a swimming programme at The Valley Leisure Centre. Children are entitled to respect and privacy when changing their clothes however, there must be the required level of supervision to safeguard young people about health and safety considerations and to ensure that bullying, teasing or other unacceptable behaviour does not occur.

Where a child needs additional support for changing, parental permission will be sought and a personal care plan will be drawn up so as to maintain dignity but increase independence.

Residential Trips

Residential educational visits are an important part of school experience from class 6 upwards. Particular care is required when supervising pupils in this less formal setting. As with extra-curricular activities, staff are still guided by our Child Protection procedures, Pastoral Care and Positive Behaviour Policies. Some specific intimate care issues may arise in a residential context.

Showering

Children are entitled to respect and privacy when changing their clothes or taking a shower. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations, and to ensure that bullying, teasing or other unacceptable behaviour does not occur. This means that staff should announce their intention of entering changing rooms, avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour. Given the vulnerabilities of the situation, another member of staff must be present when supervising children in a state of undress, except in exceptional circumstances such as when calling another member of staff could compromise the safety of a child. If exceptional circumstances have occurred, the member of staff will record the circumstances in writing and the record will be passed on to the Designated Teacher for Child Protection before the end of the day. At all times staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as children or shower with children.

Night Time Routines

It is established practice that the children's bedrooms are private spaces and anyone else wanting to enter the room should knock and announce their intention to enter. At bedtime, children are given a set amount of time to change and prepare for bed and will

be told when the supervising teachers will visit the rooms to check all is okay and switch off the lights. A reciprocal arrangement is in place in the mornings.

There are occasions when incidents take place during the night and the need arises to:

1. Assist a child to **change her / his clothes**.
2. **Change a child** who has soiled him / herself.
3. **Provide comfort** to an upset or distressed child.
4. Assist a child who requires a specific **medical procedure** and who is not able to carry this out unaided. Guidance as above will be followed with the support of an additional member of staff in attendance.

School Responsibilities

All members of staff working with children are vetted by the Education Authority. This includes students on work placement and volunteers who may be left alone with children. Vetting includes criminal record checks and two references. Only those members of staff who are familiar with the intimate care policy and other Pastoral Care Policies of the school are involved in the intimate care of children. Where anticipated, intimate care arrangements are agreed between the school and parents and, when appropriate and possible, by the child. Consent forms are signed by the parent and stored in the yellow files in the office. **Only in emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school.** In these circumstances the school will attempt to contact parents as soon as possible and the members of staff involved will record the circumstances in writing and the record will be passed on to the Designated Teacher for Child Protection before the end of the day.. The views of all relevant parties should be sought and considered to inform future arrangements. If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Teacher for Child Protection.

Guidelines For Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff and visitors to the school. The school recognises that young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs. Members of 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 forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard both children and staff.

1. **Involve the child in the intimate care.** Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, ask for the child's consent before acting, talk about what is going to be done and, where possible, give choices. Check your practice by asking the child or parent about any preferences while carrying out the intimate care.
2. **Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.** Care should not be carried out by a member of staff working alone with a child.
3. **Make sure practice in intimate care is consistent.** As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
4. **Be aware of your own limitations.** Only carry out activities you understand and with which you feel competent. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

5. **Promote positive self-esteem and body image.** Confident, self-assured children who feel their **bodies** belong to them are less vulnerable to abuse. The approach you take to intimate care can convey lots of messages to a child about their body's worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.
6. **If you have any concerns you must report them.** If you observe any unusual markings, discolouration or swelling report it immediately in confidence and in writing to the **Designated** Teacher for Child Protection.

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the designated teacher. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be recorded on the appropriate document (blank copies available in the staffroom) and given to the designated teacher for child protection by the end of the school day. (Appendix 2)

Working With Children Of The Opposite Gender

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff (and the ratio of boys to girls in the school) means that assistance will more often be given by a woman. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- When intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place;
- If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance;

- Report any concerns in confidence and in writing to the designated teacher for child protection;

Communication With Children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication:

- ✓ Make eye contact at the child's level;
- ✓ Use simple language and repeat if necessary;
- ✓ Use the correct terms for parts of the body;
- ✓ Continue to explain to the child what is happening even if there is no response;
and
- ✓ Treat the child as an individual with dignity and respect.

Other policies relating to this document

- Child protection and Safeguarding Policy
- Code of Conduct for Staff
- Safe Handling and the Use of reasonable Force
- Volunteer Policy and Procedures
- Changing for PE
- Substitute staff policy
- Health and Safety

Appendix 1

Name	Date	Time	Soiled	Cleaned by	Witnessed by