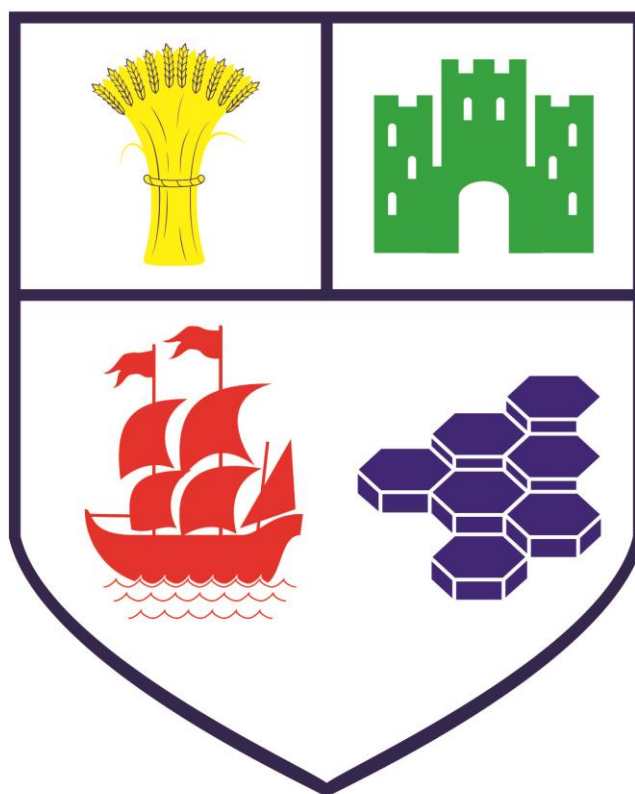


Dunseverick Primary School



Intimate Care Policy

This policy was reviewed & adopted by the BOG

November 2022

Signed by the Principal

Signed by the Chair of the BOG

Review Date

November 2024

INTRODUCTION

This statement of school policy and procedure in Dunseverick Primary School has been compiled with the collaboration and support of all staff and has the approval of the Board of Governors.

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.”

(ACPC Regional Policy and Procedures)

In school this may be necessary on a regular basis or during a one off incident.

Dunseverick Primary School is committed to ensuring that all staff involved in providing intimate care undertake their responsibilities in a professional manner.

TOILETING & INTIMATE CARE

The children coming into school should be fully capable of looking after themselves, with regards to toileting. If not, parents will be asked to take appropriate measures during the day e.g. come into school. As part of our ‘ongoing routines’ we will continue to remind the children of good hygiene behaviours re flushing of toilet, washing of hands etc.

Mrs Smyth and Mrs Scott are available to older girls, either for a chat or for items of female hygiene.

As a staff we aim to develop independence in each child however we recognise there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of pupils.

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. 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. Parents are responsible for advising the school of any known intimate care needs relating to their child.

Any member of staff involved in administering intimate care should remember that every child has the right to be treated with dignity and respect.

Assisting a child to change his/her clothes

If a child needs to change his/her clothes following an ‘accident’, the teacher or classroom assistant will stand outside the toilet cubicle. Dry items of clothing, plus a plastic bag (for wet items) will be provided, and the child will be encouraged to clean themselves and change. Wet items will be sent home for washing. The parent will be informed and requested to return the borrowed items of clothing when laundered.

Children will always be encouraged to change themselves in private but where they require assistance this will be given. Staff will ensure that they have a colleague in attendance if assisting a child to change and will

always seek the child's permission before helping them to change. If the child is uncomfortable or distressed or if the member of staff has any concerns the parent will be contacted.

Changing or washing a child who has soiled him / herself

Where heavier soiling or vomiting has occurred and it is deemed inappropriate for the child to change independently school will contact the child's parent or carer in order that they can clean and change the child either in school or at home.

In the event the parent/carer cannot get to school within a reasonable time verbal permission will be sought for two adults to assist the child to change.

In the unlikely event of school being unable to contact a parent/carer two adults will assist the child to clean and change following consultation with the Principal, Senior Teacher or Designated Teacher. The child will be provided with wipes, fresh underwear and a place to change him/herself.

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 may require an 'Individual Care Plan'. This plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

Pupil Voice

Every attempt will be made to determine the child's wishes. The child subject to his/her age, understanding, will have the opportunity to express a preference regarding his or her care or sequence of care.

GUIDELINES FOR GOOD PRACTICE

- Pupils will be treated with dignity and respect.
- Pupils will be consulted about their intimate care.
- Pupils' privacy will be maintained.
- Staff will protect pupils and themselves, while administering intimate care, by wearing disposable gloves.
- Staff will record details of care provided in the Intimate Care Book.
- All staff will treat the pupil with respect and deal with accidents in a quiet and sensitive manner.
- Staff will receive Safeguarding and Child Protection training annually.

INTIMATE CARE BOOKS

All incidents on intimate care must be recorded by a member of staff and reported to parents.

The entry in the intimate care book should include:

Date	Time	Details	Signature	Name

The Intimate Care book can be found in R/P1 cloakroom along with spare items of clothing.

ROLES AND RESPONSIBILITIES

School Member	Responsibilities
Pupils	<ul style="list-style-type: none"> ▪ To be capable of looking after their toileting needs. ▪ To tell an adult if they have an accident/need intimate care. ▪ To let an adult know if they feel uncomfortable receiving intimate care.
Parents	<ul style="list-style-type: none"> ▪ To support their child to be independent in their toileting needs before starting school. ▪ To inform school of any known intimate care needs relating to their child. ▪ To inform school of any medical conditions which may affect intimate care. ▪ To ensure they supply the school with up to date contact information for 3 emergency contacts. ▪ To come to school to attend to their child's intimate care needs when requested. ▪ To launder and return clothes borrowed from school.
Staff	<ul style="list-style-type: none"> ▪ Treat all children with dignity and respect. ▪ Remind children of the importance of good hygiene procedures when using the toilet. ▪ To encourage pupils to use the toilet regularly. ▪ To encourage pupils to tell an adult if they have an accident. ▪ To follow school policy and procedures when providing intimate care. ▪ Protect themselves and pupils by wearing disposable gloves while administering intimate care. ▪ Record all incidents of intimate care. ▪ Attend necessary training to support pupils with specific medical needs.
Principal	<ul style="list-style-type: none"> ▪ Ensure that appropriate policies and procedures are in place for delivering intimate care. ▪ Ensure appropriate intimate care records are maintained. ▪ Ensure adequate supplies are available to staff when administering intimate care e.g. gloves, wipes etc. ▪ Facilitate staff attendance at necessary medical training.
Governors	<ul style="list-style-type: none"> ▪ Consult with the Principal to ensure appropriate policies and procedures are in place for intimate care.