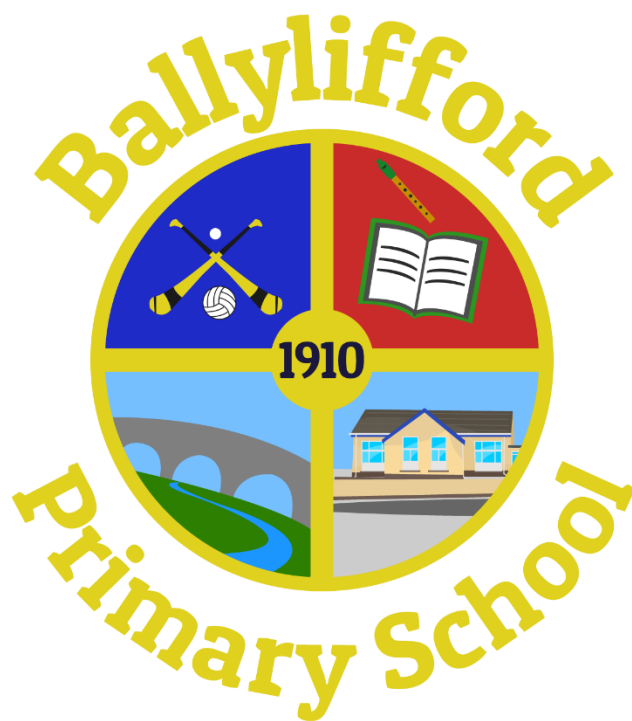


Ballylifford Primary School



Intimate Care Policy

DEFINITION

In Ballylifford Primary School, Intimate Care is defined as:

"Any activity required to meet the personal care needs of each individual child."

"All children have the right to be safe and to be treated with dignity and respect."

Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Supervision of a child involved in intimate self-care

PRINCIPLES OF INTIMATE CARE

The following are the fundamental principles upon which our 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 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.

Only named and trained staff who are vetted should undertake the intimate care of a child/children.

- All staff will be trained in the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.
- Intimate Care Policy, procedures and arrangements will be agreed by the Principal, parents / carers and child (if appropriate).
- Intimate care arrangements will be recorded in the child's personal file and consent forms signed by the parents / carers and child (if appropriate).
- Staff should not undertake any aspect of intimate care that has not been agreed between the principal, parents / carers and child (if appropriate).
- The school will make provisions for emergencies i.e. a staff member on sick leave. These arrangements will be agreed between the principal, parents / carers and child (if appropriate). All staff must have a consistent approach to a child's personal/intimate care needs. This can be assured by discussion between staff who are familiar and staff who are unfamiliar with a particular procedure.

Should a child require intimate care, staff follow course of action agreed with parents.

- **Wet:** 2 adults assist or supervise child changing.
- **Soil:** 2 adults oversee clean and change. If child is in distress parents will be contacted by form.
- Record of intimate care procedures are recorded in **RECORD OF INTIMATE CARE PROCEDURE** sheet and kept in secure locked filing cabinet in Principals office.
- Parents are always notified of intimate care situation

If a staff member has concerns about a colleague's intimate care practice they must report this to the designated class teacher, who will then inform the Child Protection and Safeguarding Team and the Principal.

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 involved with the intimate care of children.

Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

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 can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard children and staff.

You should NEVER do something unless you know how to do it.

If you are unsure how to do something - **ASK.**

If you need to be shown more than once, **ASK AGAIN!**

PROCEDURES TO BE FOLLOWED BY STAFF UNDERTAKING THE INTIMATE CARE OF A CHILD

- Involve the child in their intimate care.
- Try to encourage a child's independence as far as possible in his / her intimate care. *(If a pupil is able to help, ensure they are given the chance to do so. Support the pupils in doing all that they can for themselves. If the pupil is fully dependant on adult support, talk with them about what you are doing and give them choices where possible.)*

Adults should not assist with any personal care task which a child or young person can undertake by themselves.

At Ballylifford Primary School, when intimate care is being carried out, staff recognize that:

- 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. *(Much intimate care is carried out by one staff member alone with one pupil. This practice is actively encouraged unless the task requires two people, i.e. heavy lifting and/or manipulation. In such instances, two people will carry out the task.)*
- If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. *(Check your practice by talking to the pupil and be aware of their reactions or responses to what you are doing. Ensure the way you are carrying out the procedure is not distressing to the pupil.)*
- Staff will try to ascertain why the child is distressed and provide reassurance. *(Talk to the child about what you are doing and why.)*
- Staff will report concerns to their designated class teacher and make a written record. *(If during personal care of a pupil you accidentally hurt them, or if you notice any unusual bruises or marks, sudden changes in behaviour, or if a pupil says something that worries you, or misunderstand or misinterpret something, report any such incident as soon as possible to the class teacher who will in return, record and inform the Principal. Some incidents could be a cause of concern for the child, or alternatively the child or another adult might possibly misconstrue something you have said or done.)*
- Parents / carers will be informed about concerns by the class teacher or Principal.
- Staff will encourage the pupil to have a positive image of their own body. *(As well as basics like privacy, the approach you take to a pupil's intimate care convey lots of messages to them about what their body is 'worth'. Your attitude/response to the pupil's personal/intimate care is important. Keeping in mind the child's age, routine care should be relaxed, 'normalised' and fun.)*
- Trust forms a vital part of all personal/intimate care procedures and all staff will respect every child's right to this under their right to privacy. It is important in building trust between pupil and staff member, that all information and discussions regarding a child and their individual needs will be restricted to a 'need-to-know' basis. All communications with parents/guardians will be dealt with by the class teacher or Principal.

(The Intimate Care Policy will be kept under review and updated according to new guidelines and Legislation.)

Signed: _____ BoG Chairperson
Signed: _____ Principal
Signed: _____ Designated Teacher

Approved by Governors: May 2019

Next Review: May 2021



RECORD OF INTIMATE CARE PROCEDURE

Name of Child:	
Class:	
Date:	
Staff Present:	
Details:	
Signed:	
Parents informed: YES / NO	

