

St Patrick's Primary & Nursery School Mayobridge

Intimate Care Policy

Rationale

In St. Patrick's Primary & Nursery School we seek to promote independence in each child, however we recognise that there will be times when help is required. Our Intimate Care Policy has been developed to safeguard children and staff. It forms part of the school's overall Pastoral Care Policies. The principles and procedures apply to everyone involved in the intimate care of children and focus on being sensitive to children's individual needs.

Intimate Care may be regarded as any activity that is required - *to meet the personal needs of an individual child on a regular basis or during a one-off incident.*

Such activities may include:

- toileting;
- feeding;
- oral care;
- washing;
- changing clothes;
- first aid and medical assistance; and
- supervision of a child involved in intimate self-care

Parents have a responsibility to advise the school initially of any known intimate care needs relating to their child at their earliest possible opportunity.

Medical advice will also be taken into consideration where appropriate

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Every child has the right to:

- be safe;
- personal privacy;
- be valued as an individual;
- be involved and consulted in their own intimate care to the best of their ability;
- express their views on their own intimate care and to have such views taken into account;
- have levels of intimate care that are appropriate and consistent;
- be treated with dignity and respect.

School Responsibilities

All members of staff working with children are vetted appropriately. This includes students and volunteers. 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 our children.

Anticipated intimate care arrangements which are required on a regular basis are agreed between the school and parents, and when appropriate and possible, by

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the child.

Consent forms are signed and stored in the child's record file.

Intimate care arrangements for any child who requires this support on a regular basis will be reviewed mid year and when moving to the next year group.

The views of all relevant parties will be sought and considered to inform any future arrangements and any amendments will be recorded and copied to all parties

Parents of children starting St. Patrick's Primary & Nursery School. are asked to nominate an adult who will be contacted to carry out intimate care for their child (with particular reference to toilet) In relation to accidents/illness parents are asked to give permission for a staff member to administer intimate care.

(see Appendix A).

Only in an emergency and with the approval of Mrs Magee/ Mrs Loughran/Mrs Ryan will staff undertake any aspect of intimate care that has not been agreed by the parents. The act of intimate care will be reported to parents at the earliest possible opportunity afterwards.

If a staff member has concerns about a colleague's intimate care practice he or she must report it to the Designated Teacher for Child Protection, Mrs N. Magee or the Deputy Designated Teachers Mrs Loughran/Mrs S. Kelland /Mrs B. O Hare.

Guidelines for Good Practice

Staff involved in the intimate care of our children need to be particularly sensitive to their individual needs. All incidents of Intimate Care must be documented using the Record of Intimate Care form (Appendix B)

It is important to bear in mind some forms of assistance can be open to misinterpretation.

Staff will therefore endeavour to:

1. Involve the child in the intimate care

Where a situation renders a child fully dependent, talk about what is going to be done and where possible, give choices.

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 the practice is consistent.

4. Be aware of your own limitations

Only carry out activities you understand and feel competent and comfortable with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained.

5. Promote positive self-esteem and body image

Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach you take with intimate care can convey lots of messages to a child about their body 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

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immediately to the Designated Teacher or the Deputy 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 to the Designated Teacher for Child Protection– Mrs N Magee or the Deputy Designated Teachers – Mrs S. Kelland, Mrs B. O Hare or Mrs J. Loughran (Nursery). Report and record any unusual emotional or behavioural response by the child. A written record of concerns will be made available to parents and kept in the child's personal file.

Hygiene.

All staff will be familiar with normal precautions for avoiding infection e.g. where the child has suffered a cut/broken skin - and must ensure the use of appropriate protective equipment when necessary, for example, protective, disposable latex/vinyl gloves.

Working with Children of the Opposite Sex

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, the child should be appropriately covered/the door closed
- if the child appears to be 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 to the DT or DDT and make a written record;
- parents must be informed about any concerns.

Communication with Children

To ensure effective communication and support:

- make eye contact at the child's level;
- use simple language and repeat if necessary;
- wait for response;
- continue to explain to the child what is happening even if there is no response;
- treat the child as an individual with dignity and respect.

It is important to note that in addition to the information in the Intimate Care Policy, reference should also be made to the Child Protection and Pastoral Care Policies.

This Policy will be monitored on an ongoing basis and formally reviewed annually i.e. June 2018

Signed: M. Ryan (Principal)

Ratified: November 2017

Signed: N. Lynchehaun (Chairperson, Board of Governors)

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Appendix A

Parental permission for Intimate Care

Depending on the age and stage of development of the children attending St. Patrick's Primary & Nursery School it sometimes becomes necessary to assist the change of clothing of children who are wet as a result of toileting/accidents or spillage.

This raises a number of Child Protection issues for the school, therefore your consent is requested below:

Declaration: I have received a summary of the St Patrick's Safeguarding & Child Protection Policy as distributed. It has been explained to me and I fully understand it.

Please tick

☐

I give / do not give permission for a member of staff to change my child if necessary

Parent's signature:

Date:

It is school policy that if a child soils him/herself whilst in school, the parent or a nominee will be contacted to change the child. Please nominate below:

Nominee(s):

Phone numbers:

School visits are an important element of the Nursery/Primary Curriculum. If you wish your child to take part in any proposed outings please delete as appropriate below:

I am / am not willing for my child to be taken on outings with staff

Parent's signature:

Date:

A fundamental aspect of assessment and record keeping of pupil progress at St. Patrick's Primary & Nursery School is the capture of children's school activities and experiences by both video and photograph which may be published on our website/displays/in the Press. To allow this valuable practice to continue we ask that you sign below

Parent's signature:

Date:

In the event of an accident, I give the school staff permission to administer First Aid to my child as appropriate/ take them to local Accident and Emergency Dept. at Daisy Hill Hospital - if unable to contact parent/family member. The member of staff will remain with your child until parent/family member arrives to the hospital.

Parent's signature:

Date:

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Appendix B

Record of Intimate Care

Name of child:

Date:

Time:

Staff involved:

Comments:

Signature(s): _____
