

# **CHILD PROTECTION / SAFEGUARDING POLICY**

**Leaney Primary School**

**May 2019**

## **Safeguarding Team**

**Principal: Miss Vivien Moorhouse**

**Designated Teacher for Child Protection: Mrs Alison Hargie**

**Deputy Designated Teacher for Child Protection: Miss Cherith Alexander**

**Chairperson of Board of Governors: Mrs Trudy Pollock**

**Designated Governor for Child Protection: Mrs Sharon Graham**

# **POLICY ON CHILD PROTECTION**

## **School Safeguarding Ethos**

It is our desire at Leaney Primary School to see children happy and able to achieve to their full potential. We have a responsibility for the care, welfare and safety of all our pupils and it is our duty to provide a safe and secure environment in which policies and procedures are in place to ensure the protection of all our children from any dangers. Our Child Protection Policy has been developed to inform our parents of the school's duty to safeguard their child/children's welfare.

The Principal and governors are committed to the importance of safeguarding and promoting children's welfare. This includes taking responsibility for monitoring the actions of school based staff to safeguard and promote the welfare of children, ensuring that children and young people are listened to appropriately, and taking appropriate action regarding any concerns expressed about their welfare.

Our staff and volunteers have been vetted (Access NI). The staff and Governors are trained biennially. The Chairperson of the Board of Governors and Designated Teacher monitor this training.

## **What is Child Abuse?**

### **Definition**

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them, or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them.

### **Abuse takes a number of forms, including:**

#### **Physical Abuse:**

The deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Signs of abuse may include:

- ❖ implausible or no explanations for injuries – significant bruising & marking
- ❖ fear of physical contact, shrinking back
- ❖ reluctance to go home
- ❖ self destructive tendencies
- ❖ risky behaviours
- ❖ human bite marks, welts or bald spots
- ❖ untreated injuries
- ❖ chronic runaway

#### **Emotional Abuse:**

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. All abuse involves some emotional ill-treatment. Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional abuse.

Signs of abuse may include:

- ❖ over reaction to mistakes, unable to accept praise
- ❖ developmental delays
- ❖ fear of new situations, isolated
- ❖ self destructive tendencies
- ❖ risky behaviours
- ❖ change in personality from outgoing to withdrawn
- ❖ difficulty in forming/maintaining relationships with others
- ❖ depression
- ❖ low self-esteem
- ❖ sudden speech disorders
- ❖ wetting and soiling
- ❖ bullying of others

### **Sexual Abuse:**

Forcing or enticing a child to take part in sexual activities/sexual exploitation online

Signs of abuse may include:

- ❖ isolated/ overly protective of siblings
- ❖ inappropriate sexualised behaviour and language
- ❖ reluctance to go home
- ❖ promiscuity
- ❖ inappropriate language
- ❖ risky behaviours
- ❖ difficulty in walking or sitting
- ❖ personality changes
- ❖ chronic depression

### **Neglect:**

The persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm.

Signs of abuse may include:

- ❖ constant tiredness
- ❖ failure/delay in seeking medical attention
- ❖ not prepared for school
- ❖ poor hygiene
- ❖ concerns about hunger, clothing
- ❖ compulsive stealing/begging
- ❖ lack of adequate supervision/exposed to danger

### **Exploitation:**

The intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. Exploitation can be sexual in nature.

### **Bullying:**

Bullying is a highly distressing and damaging form of abuse and is not tolerated in our school.

Staff are vigilant at all times to the possibility of bullying occurring, and will take immediate steps to stop it happening to protect and reassure the victim and to discipline the bully. For further clarification refer to the school's Anti Bullying Policy.

## **Procedure for dealing with suspected child abuse**

**Designated Teacher for Child Protection - Mrs A Hargie**

**Deputy Designated Teacher for Child Protection - Miss C Alexander**

The Principal/ Designated Teacher shall be responsible for notifying the Gateway Social Worker and the Child Protection Support Services for Schools (CPSSS) in the event of a case, or suspected case, of child abuse coming to light within the school.

The Designated Teacher, in consultation with the Principal will decide whether, in the best interests of the child, the matter needs to be referred to Social Services. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately. In the event of the Principal being unavailable the Vice-Principal/ Designated Teacher shall assume responsibility for notifying the EA Antrim Office for Child Protection.

### **The responsibility of the Designated Teacher/Deputy Designated Teacher is as follows:**

- responsible for training staff
- responsible for discussing Child Protection concerns of any member of staff and keeping all records
- responsible for making referrals to Social Services or PSNI
- responsible for notifying the EA Designated Officer, alongside Principal
- responsible for keeping School Principal informed
- responsible for informing the Chair of BOG
- developing and reviewing the Child Protection Policy
- promoting a child protection/safeguarding ethos within the school
- responsible for an annual written report to Governors re child protection issues
- giving a copy of CP Policy to parents when their child joins the school and biennially after that

### **School's Staff Responsibilities:**

#### **What to do when a child shares information:**

#### *Dealing with disclosures*

**Receive** – Listen actively, open body language, accept, no judgement

**Reassure** - The right thing, help is coming, don't promise what can't be delivered

**Respond** – Tell what you are going to do and do it. Ensure child is ok before leaving

**Report** – As soon as possible to the Designated Teacher

**Record** – Facts, no opinions – Where When Who What

**It is not our role to investigate a situation.**

The Procedure for dealing with concerns is set out in Appendix 1.

### **Complaints from parents regarding Child Protection**

Any parent wishing to complain should contact the Designated Teacher, Deputy Designated Teacher, Principal, or if this is not appropriate the Chairperson of the Board of Governors (see Appendices 2 and 3).

### **Confidentiality**

As a school we aim to act in the best interest of the child and make clear to our pupils that there is someone they can talk to.

Staff cannot promise confidentiality. However, our staff will ensure that information regarding pupils is only shared with the appropriate persons.

All staff should be aware of the confidential nature of personal information about a child or young person and maintain that confidentiality.

Child protection related information regarding a pupil must be treated on a 'need to know' basis only and information should only be shared with the relevant personnel.

## **Code of Conduct for Employees within Leaney Primary School**

### **Introduction**

All actions concerning children must uphold the best interests of the child as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards children in their charge must be above reproach.

This Code of Conduct is not intended to detract from the enriching experiences children gain from positive interaction with school staff. It is intended to assist staff in respect of the complex issue of child abuse by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct.

## **Code of Conduct for Employees within Leaney Primary School (during school and after school activities/ school trips).**

### **1. Meetings with Pupils**

- (a) Staff should be aware of the dangers which may arise from interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place for example when a child is speaking with the Designated Teacher in confidence. Staff in our school will always conduct such interviews in a room with visual access or with the door open.
- (b) Where possible another pupil or preferably another adult should be present or nearby during the interview and the school will take active measures to facilitate this.
- (c) If a teacher needs to speak to a child confidentially during contact time this could take place outside the classroom with the door open – out of earshot but in sight of the pupils.
- (d) Staff should avoid being alone with a child.
- (e) When it is necessary to transport a child by car because of illness, going to school events etc.
  - two adults would at all time be present with the child throughout the journey (these adults will have been subject to the necessary security checks)

or

  - one adult and at least two children will be in the car.

### **2. Physical Contact with Pupils**

- (f) As a general principle staff are advised not to make unnecessary physical contact with their pupils.
- (g) It is unrealistic and unnecessary however to suggest that staff should touch pupils only in emergencies. In particular a distressed child especially a younger child may need reassurance involving physical comforting as a caring parent would provide. Staff should not feel inhibited from providing this in

an age appropriate way. There are however, occasions when physical contact is necessary – handwriting, use of cutlery, changing of clothing, school performances, Physical Education, Drama.

(h) Staff should never touch a child who has clearly indicated that he/she is or would be uncomfortable with such contact unless it is necessary to protect the child, others or property from harm.

(i) Physical punishment is illegal as is any form of physical response to misbehaviour unless it is by way of necessary restraint.

(j) Staff who have to administer first-aid to a pupil should ensure wherever possible that this is done in the presence of other children or another adult. *However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.* For details on the Administration of Medicines see Appendix 4

(k) Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.

(l) Following any incident where a member of staff feels that his/her actions have been or may be misconstrued a written report of the incident should be submitted immediately to the Principal or the Designated Teacher for Child Protection.

(m) Staff should be particularly careful when supervising pupils in a residential setting or in approved out of school activities where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.

### **3. Children Who Require a Change of Clothes**

In all cases an attempt will be made to contact the parents so that they may have the opportunity to change the child or give permission for the school to act on their behalf. If a parent can not be contacted in the interests of the child's well-being the school will proceed.

#### **Procedure**

Two adults will be present when the child is changed one of whom must be a teacher. It is understood that this will only apply to young children as older children will be able to change themselves.

When a child enters the school for the first time permission will be sought from the parent to enable the child to be changed (e.g. as a result of a fall) or assisted when toileting. When the need arises the above procedure will be adhered to (see Appendix 5).

The school maintains a supply of fresh clean clothes for use in emergencies.

On the occasions when it is necessary to change a child's clothes a 'change of clothes record' will be completed and forwarded to the Designated Teacher (see Appendix 6).

For children with more intimate needs, please refer to our Intimate Care Policy (see Appendix7).

### **4. Choice and Use of Teaching Materials**

If in doubt about the appropriateness of a particular teaching material the teacher should consult with the Principal before using it.

## **5. Relationships and Attitudes**

All school staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought particularly when staff are dealing with adolescent boys and girls.

## **6. School Photographs/ Videos**

There are many occasions throughout the school year where a child's photograph may be taken or may be captured on a video during a school activity.

Photographs taken by staff on school cameras are retained in school. Staff are advised where possible not to use their mobile phones to take photos/videos. However, if a personal phone has been used to take photos/videos, such photos/videos should be deleted as soon as possible. This deletion should be witnessed by a member of the SLT.

Photographs of school and classroom events may be uploaded onto the school website without full names or any form of identification. Parents are required to complete a permission slip at the start of each academic year to allow photographs/videos of their child/children to be taken.

It is **your** responsibility as a parent to inform the school if at any stage of the school year you decide not to have their photograph (or video) included in any form e.g. class photograph, trip photograph, newspaper, school website or in any classroom/cloakroom wall display.

As this is a very important issue it would be appreciated if you, the parent, would inform the school in writing (signed and dated) and where possible deliver the same in person to the school office.

Photographs which are used in school displays will be disposed of in an appropriate manner. Staff should also ensure that photos will be taken in such a manner that they cannot be easily manipulated.

The school does not take responsibility for photographs/video taken at school events such as Sports Days.

## **7. Access**

All staff in school wear 'staff' lanyards. All visitors will sign the 'Visitors' book and will then be issued with a 'visitor' lanyard before they can access the main school building.

Parents who wish to speak to a class teacher must make an appointment to do so through the school secretary.

All parents will leave their children at the school gate or the main school door in the mornings. The exception to this is the 'settling in' period in Year 1 when parents will be allowed to leave their children into their classroom.

Children who attend Breakfast Club will be left off at the Emergency Exit doors at the back of the Assembly Hall where a member of staff will be there to greet them. Parents will not be permitted access to the hall.

## **8. Collection of Children from School**

Parents must specify on the data capture form if children are permitted to walk or cycle home unaccompanied.

The school will ask parents for at least three names of nominated people with contact details to be telephoned in the case of sickness etc. In such circumstances a child will not be released to anyone under 16 years of age.

If the child is being collected by someone other than the person who normally does so the school should be informed if possible in writing or by phone call (this includes use of a taxi).

### **9. Arrangements at Home Time**

Children in the four Foundation Stage classrooms will be released by teachers from their class cloakroom into the back playground where they will be collected by parents/guardians. All other classes are escorted to the front entrance of the school or their cloakroom door, whichever is most appropriate, and are released on the understanding they return to the front entrance if no-one is there to collect them.

Children are escorted to the bus by a member of staff. Children remaining on the premises for after school activities are escorted to the main entrance by staff and released to a parent or on sight of a parent. Some older children walk home unescorted with permission from their parent/guardian.

### **10. Absent From School**

Parents/carers should contact the school if their child is absent and send in a note on the child's return to school. This assures the school that the parent/carer knows about the absence.

### **11. The Internet**

Children can be exposed to many dangers while using the internet. We attempt to address these dangers through a series of E-Safety lessons. Key areas addressed are:

**Potential Contact** - children may come into contact with someone on-line who may wish to harm them. They need to be aware that "Stranger Danger" applies to the people they encounter through the Internet.

**Inappropriate Content** – children may be exposed to unsuitable material on the internet. They should be made aware of what to do if this should happen.

**Cyberbullying** – children may suffer from cyberbullying through the use of mobile phones, social media apps and gaming consoles. They should be taught how to respond to all instances of cyberbullying.

**Gaming online** – many children spend a considerable amount of time playing games online. They should be made aware of the impact these may have on their emotional well-being.

It is also good practice for parents to regularly talk to their children about these dangers. Parents will receive the ICT Code of Practice Agreement in September each year along with Points for Parents and Children to consider. The Code of Practice must be signed and returned to the class teacher.

For further help and advice see the E-Safety section of our school website at [www.leaneyps.co.uk](http://www.leaneyps.co.uk)

### **12. The Preventative Curriculum**

We recognise that the school plays a significant part in the prevention of harm of our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection. The school community will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are listened to
- Ensure that all children know there are adults in the school whom they can approach if they are worried or are in difficulty
- Include in the curriculum opportunities for Personal and Social Development which equip children with the skills they need to stay safe from harm and to whom they should turn for help if the need arises.

### **Conclusion**

It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which staff inter-relate with children and young people or where opportunities for their conduct to be misconstrued might occur.

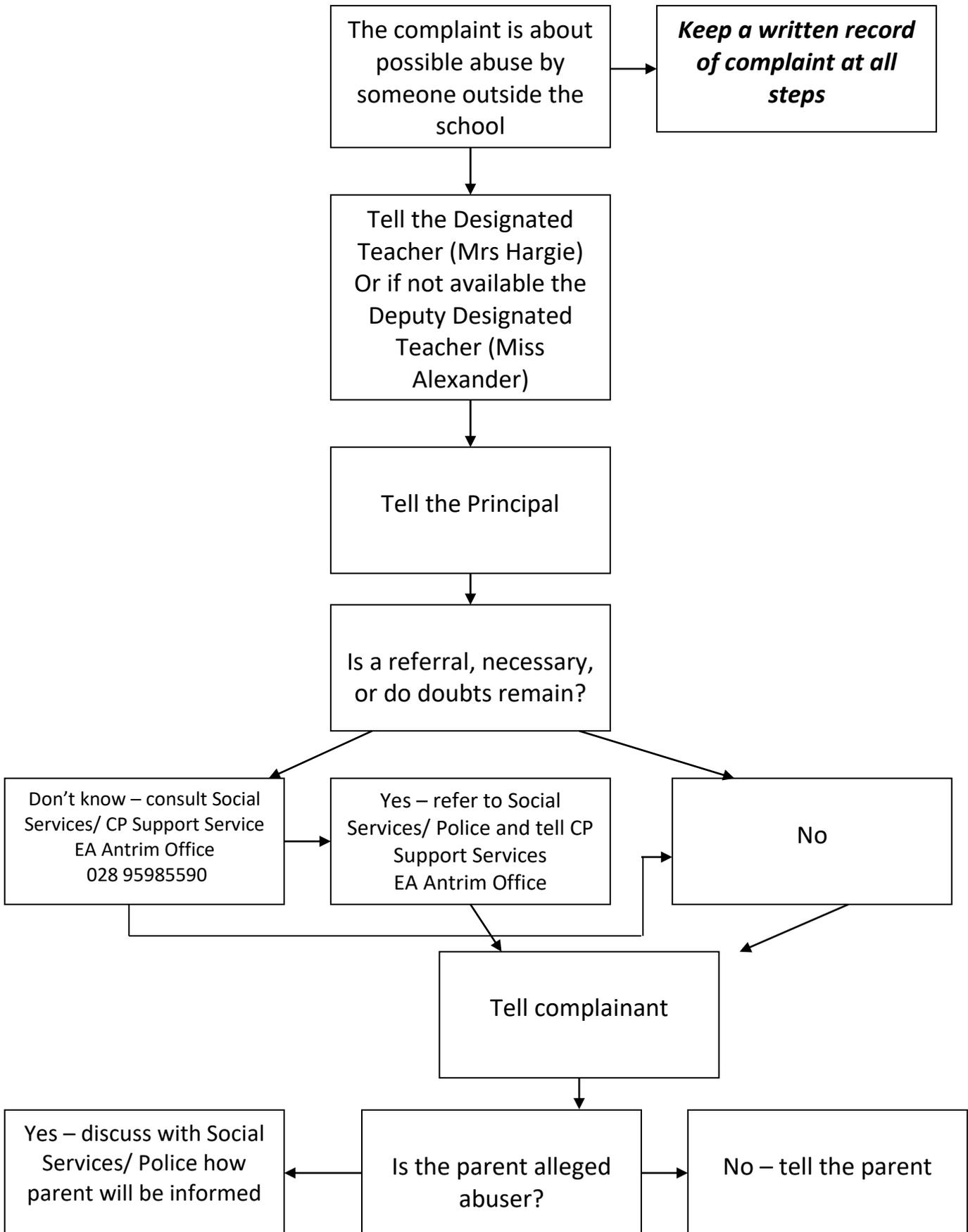
In all circumstances employees' professional judgement will be exercised and for the vast majority of employees this Code of Conduct will serve only to confirm what has always been in practice. If employees have any doubts about points in the Code of Conduct or how they should act in particular circumstances they should consult the Principal, the Designated Teacher for Child Protection or a representative of their professional association.

From time to time however, it is prudent for all staff to reappraise their teaching styles, their relationships with children and their manner and approach to individual children to ensure that they give no grounds for doubt about their intentions in the minds of colleagues, children or their parents.

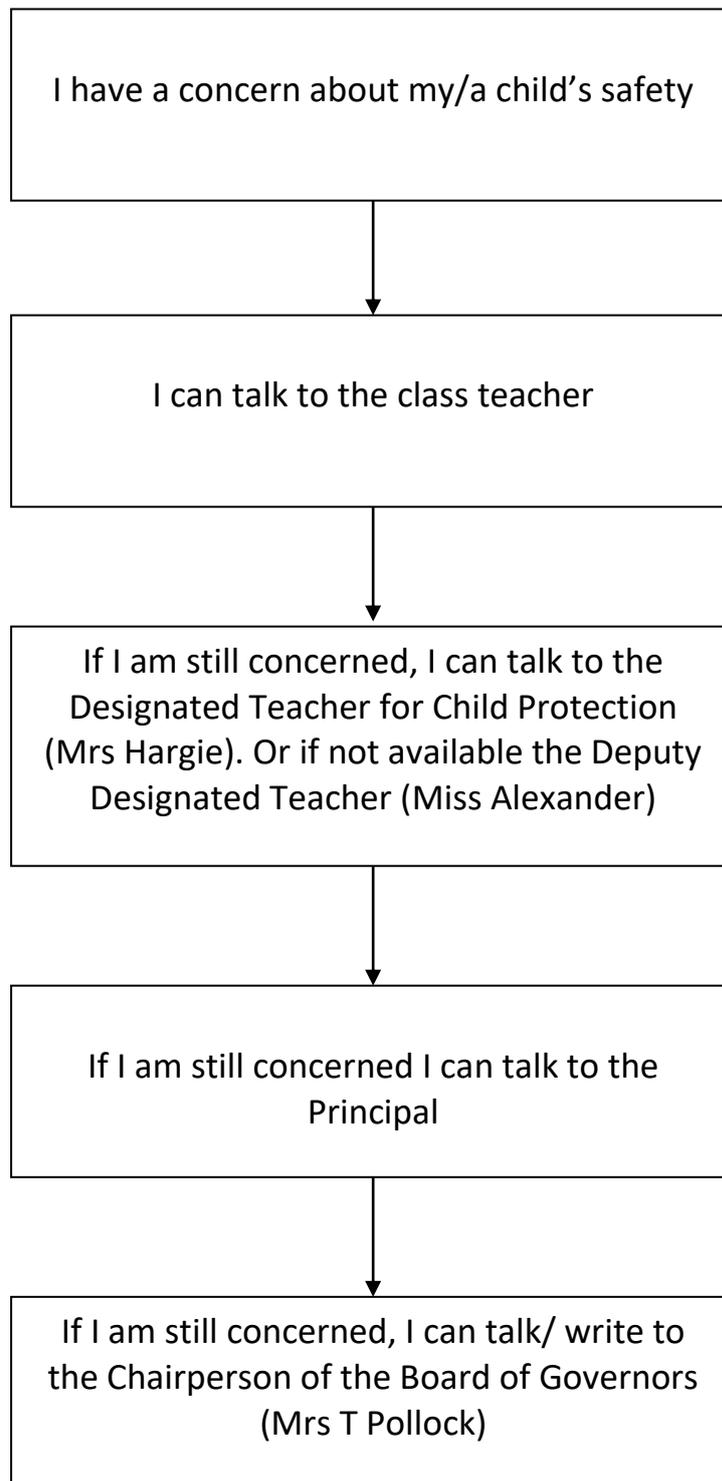
### **POLICY REVIEW**

This Policy will be kept under constant review and will be amended, after consultation on an annual basis.

**Appendix 1: Procedure where the school has concerns, or has been given information, about possible abuse by someone other than a member of the school’s staff.**

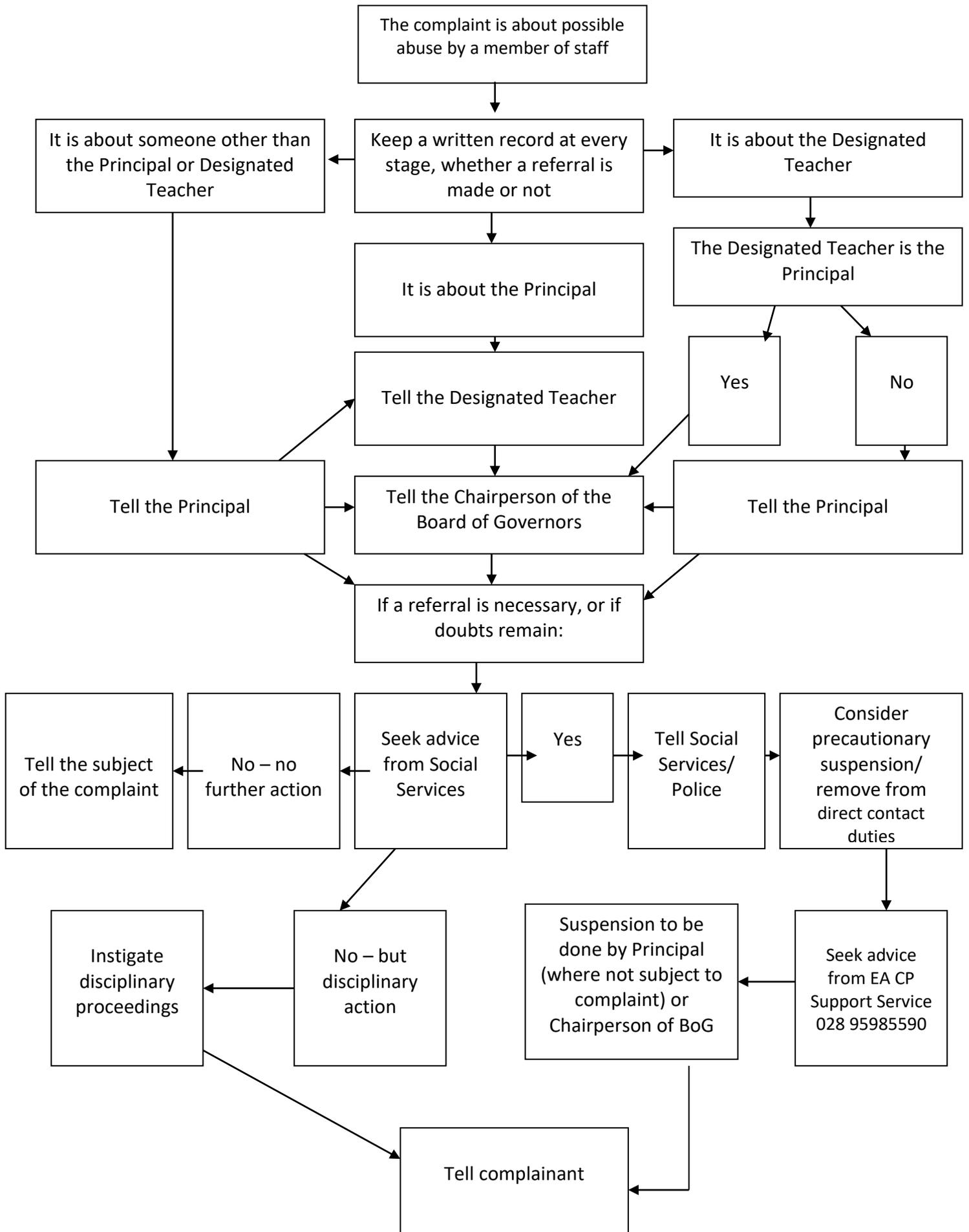


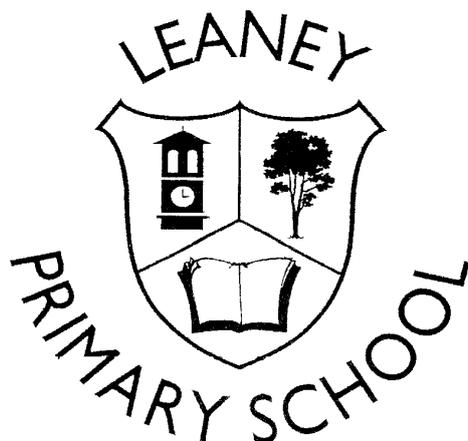
## Appendix 2: How a parent can make a complaint.



At any time I can talk to a social worker at Gateway (Tel:03001234333) or PSNI Central Referral Unit (CRU) 02890259299

**Appendix 3: Procedure where a complaint has been made about possible abuse by a member of the school’s staff.**





## **Policy on Administration of Medicines**

## ADMINISTERING OF MEDICINES

Children should not attend school when ill, but occasionally they may attend school whilst taking medication. As parents are responsible for the administering of medicines to their children, we would encourage the parent or other responsible adult to come to school at the necessary time to administer the medicine.

In most cases dosages of medicine could be administered outside school hours without involving the school. If this is not feasible the following procedure should be followed:

- A note requesting the medicine be administered to the child should be sent to the class teacher
- This request should include the name of the pupil and clear, precise instructions on how the medicine is to be given i.e. dosage and timing
- In the case of older children, the medicine may be self-administered (with written parental consent) under supervision of a member of staff

**The school will be unable to assist in the administering of medicines in the absence of a written request.**

Children will not be allowed to self administer medication (including medication for asthma) without written permission from a parent or person with parental responsibility.

All medicines should be handed to the class teacher for safe keeping except in the case where a parent insists that the child must keep it in his or her schoolbag for easy access e.g. inhalers.

## IN SCHOOL ARRANGEMENTS

Teachers who are requested to administer medicines will record:

- The name of the child
- The date and time at which the medicine is administered
- The dosage given

All medicines will be kept in a clearly marked container in the teacher's store. It will be easily accessible but out of the reach of children. Individual medicines will be contained within a bag/box marked clearly with the child's name. Parents should take note of expiry dates on medication and ensure that new supplies are sent to school in adequate time.

It is the duty of parents to provide the school with the necessary information e.g. contact numbers etc. so that pupils who become unwell at school may be collected and taken home or to the doctor/hospital.

If parents, relatives or child minder are not available when a pupil becomes ill or is injured, the Principal/Vice-Principal or teacher with responsibility at that time will make a judgement about the seriousness of the pupil's condition.

If a pupil appears to be seriously ill or seriously injured, an ambulance will be called without waiting for the parent or other responsible adult and the pupil made as comfortable as possible in the interim period without risking any worsening of his or her condition in doing so.

In the case of a child who appears to require medical attention but does not need the services of an ambulance, parents will be responsible for making the necessary arrangements. In the unlikely event of a

parent being unavailable the school will arrange transportation of the child in accordance with child protection procedures. In the meantime the school will continue to contact the parents.

All medicines will be kept in a container in the teachers store. This container will be marked with a green cross and will be well out of reach of children. Individual medicines will be contained in a plastic bag marked clearly with the pupil's name.

## **Epipens and Jext pens**

These will generally be kept in a labelled cupboard in the staff room. Clear information regarding any alternative locations of these medicines (eg teacher's store) will be displayed with the child's photograph.

All staff will be aware of the location of these instruments. It will be the duty of individual teachers to inform substitute teachers of any special arrangements or requirements for any pupil and the location of any medicines or epipens. In the event of an unplanned absence, Heads of Key stage should ensure substitute teachers are informed.

Information regarding individual pupils' requirements will be attached to the 'Information Sheet for Substitute Teachers' in each classroom. If any problems occur regarding access of this information, the medical file is available from the Secretary's Office.

Updated May 2019

Appendix 5:  
Sample Permission Slip



**LEANEY PRIMARY SCHOOL**  
**12 INTERMEDIATE RD • BALLYMONEY • BT53 7AL**

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**Principal:** Miss V. Moorhouse

**Board of Gov Chairperson:** Mrs T Pollock

Dear Parent/Person with Parental Responsibility

In accordance with our Child Protection Policy please read the following and return duly completed to the class teacher as soon as possible.

Yours sincerely

J Calderwood  
(Head of Foundation/Key Stage 1)

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1. If I am unable to be contacted I give / do not give permission for my child

\_\_\_\_\_ to be changed by a teacher accompanied by

another adult in an emergency situation such as soiled clothing including

underclothing.

2. I give/do not give permission for a teacher accompanied by another

adult to assist my child \_\_\_\_\_ with clothing if

he/she is having a difficulty after toileting.

Signed \_\_\_\_\_ (Parent/Person with Parental Responsibility)

Date \_\_\_\_\_

**Appendix 6:**

**LEANEY PRIMARY SCHOOL**  
**CHANGE OF CLOTHES RECORD**  
(carried out by two adults one of whom is a teacher)

To be completed each time a child requires changing of clothing due to an incident of wetting and/or soiling themselves or being physically sick.

<b>DATE</b>	<b>TIME</b>	<b>CHILD'S SURNAME &amp; INITIAL</b>	<b>YEAR GROUP</b>	<b>REASON FOR CHANGE</b>	<b>ACTION TAKEN</b>

**NOTES:** Any concerns must be passed on the Designated Teacher.  
This procedure/recording process will be regularly reviewed

	PRINT NAME	SIGNATURE	DESIGNATION
ADULTS PRESENT:	1. _____	_____	_____
	2. _____	_____	_____

## Appendix 7

# INTIMATE CARE POLICY

## Leaney PS

### Rationale

It is our intention to develop 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. The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults therefore, staff involved with any aspect of pastoral care need to be sensitive to their 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
- supervision of a child involved in intimate self-care

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

Medical advice will 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 abilities
- 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 by Access NI. 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 children.

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

In such cases 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 should be reviewed at least every six months. The views of all relevant parties should be sought and considered to inform any future arrangements. Any amendments to arrangements should be recorded for all parties involved.

Parents of children starting Primary One are asked to give permission for staff to attend to the intimate care of their child (with particular reference to toilet accidents or illness) should need arise (see Child Protection Policy Appendix 5).

Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents. The act of intimate care would be reported to a senior member of staff and parents at the earliest possible time following the event.

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 A Hargie or the Deputy Designated Teacher for Child Protection, Miss C Alexander.

### **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 involved with the intimate care of children. 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. All incidents of Intimate Care should be documented using the Record of Changing form (see Child Protection Policy Appendix 6)

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 some forms of assistance can be open to misinterpretation.

Staff will endeavour to:

**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, 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. Our Child Protection Policy states 'Two adults will be present when the child is changed one of whom must be a teacher.' However, where a child has a General Assistant assigned for physical needs of an intimate nature, permission will be sought from the child's parent/guardian for this care to be carried out by the assigned assistant. (see Appendix A)

**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 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 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 DT or DDT. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

**Hygiene**

All staff must be familiar with normal precautions for avoiding infection and should ensure the use of appropriate protective equipment when necessary, for example, protective, disposable latex/vinyl gloves.

## **Working with Children of the Opposite Sex**

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 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, ie. they should be appropriately covered, the door closed or screen/curtains put in place
- 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**

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 etc. To ensure effective communication -

- 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.

Leaney PS

**LEANEY PRIMARY SCHOOL  
12 INTERMEDIATE RD • BALLYMONEY • BT53 7AL**

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**Principal:** Miss V. Moorhouse

**Board of Gov Chairperson:** Mrs T Pollock

**Parental permission for Intimate Care**

Should it be necessary, I give permission for \_\_\_\_\_ to receive intimate care (e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discreetly should the occasion arise.

Signed \_\_\_\_\_

Adult with parental responsibility for \_\_\_\_\_