
Intimate Care Policy



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Intimate Care Policy

Introduction

It is our intention to develop independence in each child however there will be occasions when help is required. Our Intimate Care policy has been developed to safeguard children and staff and with the teacher having the role “in loco parentis.”

Intimate Care may be defined as an 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 can include:

- ✓ toileting and washing hands
- ✓ changing clothes
- ✓ first aid and medical assistance
- ✓ supervision of a child involved in intimate self-care

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

1. Principals of Intimate Care

We believe:

- 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
- 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 such views taken into account
- every child has the right to have levels of intimate care that are appropriate and consistent

2. Changing Clothing

- 2.1 Children should be able to dress independently before enrolling at our Nursery or Primary 1 classes. Parents should buy items of clothes with fastenings appropriate for the age of their child, eg velcro straps instead of laces for younger children.
- 2.2 children will undress and undress for P.E. independently. Encouragement and assistance will be given to young children struggling with clothes that are inside out, buttons and zips. Fastening buttons and zips on waistbands should be done in full view of another member of staff. Key Stage 1 children change in their classroom, Key Stage 2 children change in separate designated changing areas.

3. First Aid

- 3.1 emergency First Aid is only to be administered by a qualified First Aider
- 3.2 a first aid box is located in Photocopying Room, Staff Room and on each corridor
- 3.3 written reports of accidents must be recorded in the Accident Book located in the Photocopying Room
- 3.4 ice packs and plasters can be administered by teachers for minor bumps and cuts
- 3.5 parents should be informed immediately of a bump to the head
- 3.6 see First Aid Policy

4. Toileting

- 4.1 Children should be toilet trained before enrolling at our Nursery or Primary 1 classes.
- 4.2 During their time at Primary School, some pupils will have an experience, which may require staff to provide care at a very personal level e.g. a child wetting or badly soiling themselves.

4.3 If a child wets themselves -

- the child will be moved to the toilets to preserve their dignity and privacy
- the child will be given guidance and/or assistance to change their items of clothing (age dependent)
- parents will be informed

4.4 If a child soils themselves-

- the child will be moved to the toilets to preserve their dignity and privacy
- parents will be contacted immediately to come to school to assist their child
- in the meantime the child will be given guidance to change their items of clothing and to clean themselves

4.5 Staff will only provide Intimate Care if:

- parents cannot be contacted
- parents/guardians are unable to come to school
- the child is very distressed or suffering unduly

4.6 Spare underwear and uniform are kept in school. Please wash and return as soon as possible.

4.7 Intimate Care will only be provided to older children in extreme circumstances. It is anticipated that older children will be able to manage any such circumstances given guidance or assistance. Sanitary towels can be provided to girls.

4.8 Any decision to provide Intimate Care will be reported to the Designated Teacher for Child Protection.

4.9 If staff are providing intimate care the following procedures will be followed:

- the child will be given privacy
- when dealing with an older child in KS2 all efforts will be made to ensure that same sex staff are providing assistance

4.10 Staff need to be aware that some adults may use Intimate Care as an opportunity to abuse children. Young children and children with special educational needs can be especially vulnerable. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to this policy and the following guidelines for good practice should safeguard children and staff.

5 Guidelines for Good Practice

- 5.1 **Involve the child in Intimate Care:** Try to encourage a child's independence as far as possible. Where a situation renders a child fully dependent, talk about what is going to be done and give choices where possible.
- 5.2 **Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation:** To ensure the child's dignity and respect Intimate Care should be carried out by the member of staff with the child at the time of the accident unless the child states that they would prefer another/different member of staff.
- 5.3 **Make sure practice in Intimate Care is consistent:** As a child may have multiple carers (Teacher and/or Classroom Assistant) a consistent approach to care is needed.
- 5.4 **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 and assessed. (First Aid)
- 5.5 **Promote positive self-esteem and body image:** Confident, self assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach you take to 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.
- 5.6 **Communicate Clearly:** 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. Be aware of how you respond to the child's method of communication and communicate clearly to them.
- 5.7 **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 for Child Protection. If a child is accidentally hurt during the 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.
- 5.8 If a staff member has concerns about a colleague's Intimate Care practice they must report this to the Designated Teacher for Child Protection.

Date

Dear Parent / Guardian,

Today, your child _____ received intimate care by a member of school staff. This was only done after **trying to / making** contact with you.

(Outline here details of what intimate care was given.)

As a result, your child has been provided with a change of clothing. Please wash and return **this / these** items as soon as possible.

Please complete and return this slip to the class teacher to acknowledge receipt of this letter.

Teacher's name & signature



I acknowledge receipt of a letter dated _____ informing me that my
child _____ received intimate care by a member of school staff.

Signed: _____ Parent / Guardian

Date: _____