Submitted for consultation to BOG: 18.5.19

 Ratified:

Please note that this policy will be reviewed as required in line with DE guidance and circulars as they are received. Governors and parents will be informed of any changes to this document after ratification

Killowen Primary School

Intimate Care Policy 2019



**Killowen Primary school- Intimate Care**

 Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member’s duty of care.

It may also include:

Supporting a pupil with dressing/undressing.

Helping a child clean up after vomiting.

Menstrual care.

Supporting pupils with changing colostomy bags.

In the case of a specific procedure only a person who has been given the permission of the child’s parents/ guardians and has been assessed as competent should undertake the procedure.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child’s needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Parents have a responsibility to advise the school of any known intimate care needs for their child(ren).

**Intimate care policy for Killowen primary**

Killowen primary is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Killowen primary recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

**Our approach to best practice**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care have had permission granted by the child(ren)’s parents/ guardians and are aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staffs who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for children with specific care needs, as appropriate to suit age and abilities of the child.

If a child becomes distressed or unhappy when intimate care is being administered, care will stop immediately. Staff will try to ascertain why the child is distressed and will provide reassurance. The Designated Teacher (DT) will be informed in this instance. If any concerns arise as a result of providing intimate care, they must be reported immediately to the Designated Teacher.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

A record of intimate care will be kept in a log book. Details will include the child’s name, the date and nature of care given and the signature of two members of staff.

Safeguards for children

 • All staff are vetted by the EA (Education Authority) and/ or CCMS.

• Intimate care procedures will not be carried out by volunteers or students

• Staff involved in intimate care must be familiar with this policy, the Child Protection Policy and Pastoral Care Policy.

Guidelines for providing Intimate care when changing a child:

As staff are in the role of ‘loco parents’ it is accepted that they will carry out necessary changing routine as a parent would, provided that the parent has completed the Parental Consent Form. In situations where the consent form has not been completed the school will contact the parent to explain the circumstances of the situation. Continual accidents will be discussed with SENCO/Principal and parents will be contacted.

The intimate care is carried out by one staff member with the support of another member of staff. The practise of providing one to one intimate care of one child is supported, unless the intimate care requires two persons for the greater comfort / safety of the child or the child prefers two persons.

In the event of a pupil informing a member of staff or a member of staff noticing that a child needs changed due to soiling/wetting the following procedures will be followed:

* Acknowledge and reassure the child and receive the child’s consent for changing.
* A member of staff will notify another member of staff that they will be facilitating the changing of a child. The second member of staff will provide alternative clothes for the child.
* In line with the Health and Safety Policy staff will use disposable gloves, wet wipes if required. The first member of staff will encourage the pupil to change independently. If necessary, the member of staff will talk the process through eg remove shoes, trousers, then underwear etc. The member of staff will wash their hands and encourage the pupil to do so too.
* The member of staff will record any changing of a child, the reason why it was necessary to change the child.

We would request that Parents launder/replace and return any clothing provided by the school.

Permission

Permission to support children with intimate care will be obtained at the beginning of the school year.

Only in an emergency (and in consultation with the DDT and principal) will staff undertake any aspect of intimate care that has not been agreed by parents. The child will be encouraged to do as much for themselves as possible and parents and the principal/ DT/ DDT will be informed at the earliest possible time.

 Where intimate care is required on a regular basis for pupils, arrangements will be agreed between the school and parents, taking the child’s views into account where appropriate. In such cases, consent forms are signed and stored in the Child Protection cabinet. Such arrangements will be reviewed in response to the changing needs of the child and any amendments recorded.

Providing comfort or support to pupils

Providing comfort or support Children may seek physical comfort from staff (particularly children Foundation Stage). If physical contact is deemed appropriate it must be suitable to the age, gender and situation of the child. Staff need to be aware that physical contact must be kept to a minimum and be child initiated.

This policy should be read alongside the Safeguarding Child Protection Policy and Pastoral Care Policy.



**Personal intimate personal care plan and permission form**

**Permission for the provision of Intimate Care**

Staff who may be required to provide intimate care for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may require the following help:

I give permission for the persons named above to provide the following intimate care for my child as required:

* Changing of nappy/ pullups/ underwear
* Assistance with colostomy bag
* Feeding assistance
* Comfort/ support
* Advice on/ support with use of sanitary products

…………………………………………………………………… (parent/ guardian)

…………………………………………………………………… (parent/ guardian)

Date: …………………………………………………………

Early years and Intimate Care permissions form.

Sometimes young children need help if they are wet or soil themselves. Our staff can help children in a sensitive way, encouraging them to do things for themselves when possible. If you prefer, staff can contact you or your emergency contact, who will be asked to attend without delay. Killowen Primary School has an Intimate Care Policy. Copies of this policy are available in the office.

Please complete the form below stating your preference and return to school. Please sign as appropriate

 \*I give consent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert child’s name) to be changed and cleaned by staff if they wet/soil themselves.

Signature of Parent/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*I would prefer the school contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to assist my child.

Signature of Parent/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_