



INTIMATE CARE POLICY

NAME:	ROLE:
W Wright	Principal
J Weir	Chair of Board of Governors

Date Ratified:	28/04/2022
Date of Review:	28/04/2024

Introduction

Glenwood Primary School's Intimate Care Policy has been developed to safeguard children and staff in school. It applies to everyone involved in the intimate care of children.

Definition

Intimate care may be defined as any activity which is required to meet the personal care needs of an individual child. 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, parents and other relevant professionals.

Glenwood is a Rights Respecting School. The following articles apply to our intimate care policy:

- Article 3 - the school will always act in the best interests of the child
- Article 16 - children have the right to privacy
- Article 23 - the school will support the rights of children with a disability

Principles of Intimate Care

- Every child has a 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 express their views on their own intimate care and to have such views taken into account
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities

In Glenwood Primary School intimate care may include:

- Toileting
- Feeding
- Washing
- Dressing/undressing
- Supervision of a child involved in intimate self-care
- Menstrual Care
- Catheter and stoma care

School Responsibilities

The principal, together with the Board of Governors will ensure that all staff undertaking the intimate care of children are familiar with and understand Glenwood Primary School's Intimate Care Policy. All staff must be vetted before they work with children.

When a child has a specific intimate care need, the care arrangements will be agreed by the school, parents/carers professionals and child (if appropriate). Staff should not undertake any aspect of intimate care that has not been agreed.

The Designated Teacher for Child Protection will keep a record of intimate care incidents and parents will also be notified. All staff will have access to the intimate care form that should be filled in and given to the Designated Teacher for Child Protection. The pro forma for this is on the school network and kept in Mr Bradley's pigeon-hole in the staff room. (See appendix 1).

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

1. Involve the child in their intimate care

Try to encourage a child's independence as far as possible in his / her intimate care. Where the child is fully dependent talk with them about what is going to be done and give them choice where possible. Check your practice by asking the child / parent any likes / dislikes while carrying out intimate care and obtain consent.

2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

Intimate 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 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 and assessed.

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 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.

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 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 immediately to the designated teacher. 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.

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 screens/curtains put in place;

- if the child appears 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 Designated Teacher for Child Protection 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, eye pointing, 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; and treat the child as an individual with dignity and respect.

Foundation Stage/Key Stage One

Children coming into Glenwood Primary School should be toilet trained and children entering P1 should be fully capable of looking after themselves with regards toileting. If this is not the case, parents must inform the school and agree, in writing, appropriate measures with their child's class teacher.

It is the responsibility of the parents/guardians to ensure a suitable change of clothing is available at all times. This can be stored on the cloakroom pegs outside the classrooms.

At the start of every academic school year, or on transfer from another school, parents will be asked to sign a permission form allowing members of staff to help change their child if they have a 'wet' or 'dirty' accident. Parents are made aware that if there is an occurrence of heavier soiling or other circumstances where a comprehensive change of clothing is needed, staff may be required to provide care at a very personal level.

Where written permission is given, the following procedures will be followed:

- The child will be taken to a less public place to maintain dignity.
- Clean/dry items of clothing will be provided if none have been supplied from home and wet/soiled items will be sent home for washing. The child will be taken to the toilets and, if possible, with two members of staff present, the child will be given assistance to change. He/she will be encouraged to dress/undress and clean themselves in a cubicle, as age and ability allow, but help will be given if requested as appropriate.
- Staff will endeavour to maintain the child's dignity at all times.

Where written permission is not given, the parent/guardian will be contacted immediately. Staff will only provide intimate care:

- If the parent/guardian cannot be contacted;
- When contacted, the parent/guardian is unable to come to school or make alternative arrangements and gives verbal permission.

School staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing.

Key Stage Two

Parents of Key Stage Two children will also be asked to sign a permission form allowing members of staff to help change their child if they have a 'wet' or 'dirty' accident.

Intimate care will only be provided to the older children in extreme circumstances. It is anticipated that older children will be able to manage any situations given appropriate guidance, clothing and/or items of personal care.

In relation to key stage two girls, if there is a menstrual issue, they can speak immediately to their class teacher if they feel comfortable doing so. The Designated Teacher for Child Protection and the Deputy-Designated Teacher for Child Protection can also offer support to them and provide essential resources. Parents/guardians will be contacted if deemed necessary.

Reporting Concerns

If any unusual markings, discolorations, or swellings are observed, this must be reported immediately to the Designated Teacher for Child Protection - Mr C

Bradley and in his absence either the Deputy-Designated Teacher for Child Protection - Mrs D Ritchie, or the principal.

If during the intimate care of a child a member of staff accidentally hurts them, or the child misunderstands or misinterprets something, they should reassure the child, ensure the child's safety and report the incident immediately to the Designated Teacher for Child Protection using the Child Protection Referral form (see appendix2). If the child is distressed or protests about the intimate care being given, the member of staff should stop and seek advice and assistance from another member of staff.

Any unusual or emotional behaviour should be recorded and reported. A written record of concerns must be made and kept in the child's file.

Intimate Care - Good Practice Checklist for Staff

Such care might be necessary with

- A child who has wet or soiled themselves
 - A child who has been hurt and treatment requires removal of clothing
-
- Involve the child - try to encourage independence as far as possible
 - Have another member of staff present to assist
 - Ensure the child's dignity at all times; they should be appropriately covered, door closed
 - Reassure the child and tell them what you plan to do
 - Listen to the child's wishes
 - If they are distressed or protest, stop the care immediately and seek advice or assistance from another member of staff
 - Report the duty of intimate care to the Designated Teacher of Child Protection (Mr C Bradley) or the Deputy Designated Teacher (Mrs D Ritchie) following the event by filling in the Intimate Care Record Form
 - Parents should be contacted after an incident requiring intimate care. This will be at the end of the day if the child was able to change themselves. Parents will be contacted by phone if assistance was required unless otherwise agreed by the parent in written form.
 - Male staff should not perform duties of intimate care with a female child
 - If you have any concerns regarding the child, report them immediately to the Designated Teacher for Child Protection (Mr C Bradley) or the Deputy Designated Teacher (Mrs D Ritchie).

Glenwood Primary School will regularly review and update this policy when necessary.



PERSONAL CARE RECORD

To be completed by the teacher or classroom assistant each time a child requires changing due to an incident such as vomiting, wetting or soiling.

<u>Date</u>	<u>Time</u>	<u>Name and Class</u>	<u>Incident - what, where etc...</u>	<u>Action taken</u>	<u>Signature</u>

Notes:

- Use only initials rather than the full name of the child concerned.
- Once completed please return to either Mr C Bradley or Mrs D Ritchie. These forms will be stored in the Child Protection cabinet.

**Glenwood Primary School - Note of Concern**

Confidential - to be given to C Bradley (Designated Teacher) or D Ritchie (Deputy-Designated Teacher)

Name of Pupil:
Year Group:
Date & Time of Incident/Disclosure:
Circumstances of Incident/Disclosure
Nature and Description of Concern:

Parties Involved - including any witnesses to an event and what was said or done by whom:

Action taken at the time:

Details of any advice sought, from whom and when:

Any further action taken:

Written report passed to Designated Teacher/Deputy-Designated Teacher:

Yes: No:

If 'No', state reason:

Date and time of report to Designated Teacher/Deputy-Designated Teacher

Written note from staff member placed on pupil's Child Protection file

Yes: No:

If 'No', state reason:

Name of staff member making the report: _____

Signature of staff member: _____ Date: _____

Signature of Designated Teacher: _____ Date: _____

