

Saint Patrick's Primary School  
Armagh

**INTIMATE CARE POLICY 2018-19**



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# **INTIMATE CARE POLICY:**

This policy is written in line with Guidance from Southern Area Child Protection Committee on Disabled Children and its Intimate Care Policy and Guidelines Regarding Children, The Children (Northern Ireland) Order 1995, DENI Child Protection (2017/04), the school's Pastoral Care Policy and Child Protection Policy and the Human Rights Act.

## **PRINCIPLES OF INTIMATE CARE**

**(Taken from the Southern Area Child Protection Committee's Intimate Care Policy and Guidelines Regarding Children)**

- a) Every child has the right to be safe**
- b) Every child has the right to personal privacy**
- c) Every child has the right to be valued as an individual**
- d) Every child has the right to be treated with dignity and respect**
- e) Every child has the right to be involved and consulted in their own intimate care to the best of their abilities**
- f) Every child has the right to express their views on their own intimate care and to have such views taken into account**
- g) Every child has the right to have levels of intimate care that are as consistent as possible**

## **INTIMATE CARE WITHIN our SCHOOL:**

Intimate Care is defined as any activity required to meet the personal care needs of each individual child, in partnership with parents/carers and the child. In most cases this will involve a member of staff supervising and/or assisting a child to change clothing or to carry out an intimate care procedure, if a child cannot undertake this unaided.

In all cases, the staff carry out a step by step approach to intimate care tasks. It is absolutely vital that parents, staff and children agree and adhere to these steps through formal written consent and practice.

### **TOILETING ACCIDENTS:**

1. The P1 class teachers keep a supply of clothing available for P1 children, if their clothes need changed.
2. Mrs O' Shea keeps extra clothing in her classroom for children from all other classes.

If used, this change of clothes should be washed and returned to school as soon as possible. The Class Teacher will ensure that once the clothes are returned by the parent, they will be sent back to Mrs O' Shea or the appropriate P1 teacher.

When a child needs a change of clothes he/she will change in one of the cubicles of the children's toilet. A staff member will be outside the cubicle encouraging the child to change him/herself. As far as possible, each child will be encouraged to attend to their own needs. If any member of the permanent staff is absent owing to illness or staff training etc. a familiar adult will be responsible for this duty of care.

### **SOILING:**

1. A staff member will assist the child in the cubicle of the children's toilets. The staff member will inform another member of staff that she is attending to the child in supporting them with cleaning and changing themselves.
2. The staff member will assist by encouraging the child in placing any soiled clothing in a plastic bag to be sent home with the child.
3. With any soiling incident, it is school policy to make contact with the parent / guardian to report the incident and to allow the parent to make an informed decision as to what is to happen next in relation to their child.
4. If at any time the child feels uncomfortable about getting changed, the staff member will inform the Principal/Vice-Principal. Contact will then be made with the parent/guardian to request themselves or a named person to come to the school and change the child as agreed on this policy consent.

## **INVASIVE INTIMATE CARE PROCEDURES:**

1. In specific situations, where more personal intimate care procedures are required, an appropriate **CAREPLAN** will need to be drawn up in advance, in consultation with medical staff, parents/guardians and school staff. This **CARE PLAN** has to be agreed and signed by all parties before any of the invasive intimate care procedures are carried out by any staff member.
2. The protocol is followed rigidly for each procedure.
3. If at any time the child feels uncomfortable or does not want the procedure being carried out by staff members, the parent/guardian will be called to the school to assist the child. The parent/guardian must come to the school or send a named person on the protocol as agreed on the written consent of this policy by the parent/guardian.

**Our school's Intimate Care Policy and Procedures is sent home to all our newly enrolled Primary 1 parents during the first month in school. In specific situations, the policy will be discussed with parents, class teachers and other relevant members of the school staff at an individual child focused meeting.**

*(Where a child requires invasive intimate care procedures, it is at this part of the policy, we insert an individual care plan for the child and only the necessary personnel receive a copy of this policy with the added insertion which is applicable to them)*

## **CONCERNS EMERGING FROM INTIMATE CARE:**

If staff notice any unusual markings, discolouration or swelling, these must be noted and reported to the Designated Person for Child Protection (Mrs O' Shea). In the absence of Mrs O' Shea, Ms Kerr (Deputy Designated Teacher) should be notified. Mr Mc Kinley (Principal and School Safeguarding Team member) is also informed at the first stage.

If during the intimate care of a child, he/she is accidentally hurt or becomes distressed, the member of staff involved will reassure the child and report what happened to the appropriate staff as above. It is important that any unusual emotional or behavioural response is noted. These concerns will be kept either in the child's personal file, or in a confidential Child Protection File, depending on the nature of the concern. Parents will be notified according in line with agreed school Safeguarding & Child Protection Reporting policy.

**MONITORING AND REVIEWING THE POLICY**

All teaching and assistant staff and parents will be involved in reviewing our Intimate Care Policy on a 3- yearly basis. New parents to school are consulted each September (or any time throughout the year) when their child enrolls in our school.

All staff in Saint Patrick's Primary School will adhere to the school's Staff Code of Conduct when undertaking personal care of children in our school.

\_\_\_\_\_ Date \_\_\_\_\_  
**Principal of St. Patrick's Primary School**

\_\_\_\_\_ Date \_\_\_\_\_  
**Chairperson of the Board of Governors**  
**Ratified by Saint Patrick's Primary School Board of Governors October 2017**

## PARENTAL CONSENT FORM

Please sign and return to school:

I have read and agree to the Intimate Care Policy of Saint Patrick's Primary School.

I give Saint Patrick's Primary School staff consent to carry out the personal care of my child \_\_\_\_\_ (child's name) if he/she has a toileting accident, in line with this policy.

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Parent/Guardian)