

Straidbilly Primary School



Intimate Care Policy

Date Ratified by Board of Governors: February 2024

Date of Review: February 2027

Introduction

This policy represents the agreed principles for intimate care throughout Straidbilly Primary School. It has been agreed by all staff and governors. The policy fulfils the duties of our Child Protection and Safeguarding policy and is structured and directed by the 'Guidance on the provision of intimate care to children and young people at school'. A link to this resource can be found below.

<https://www.eani.org.uk/sites/default/files/201810/Guidance%20on%20the%20provision%20of%20intimate%20care.pdf>

Definition of Intimate Care

Intimate Care may be defined as any activity required to meet the personal needs of each individual child (in partnership with the parents/carers and child).

Intimate Care can include:

Dressing/Undressing

Toileting/Supervision of a child involved in intimate self-care.

In some instances, more specialised intimate assistance may be needed for children with physical or medical difficulties.

Aims

The aim of this policy is to put into place policies and procedures that:

- Safeguard the dignity, rights, and well-being of children
- Provide guidance and support to staff
- Reassure parents that their children are cared for and protected.

Principles of Intimate Care

The following are the fundamental principles upon which our policy is based:

The child

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

The parents

- Parents have the right to information regarding school policy and procedures designed to meet the needs of their child. Straidbilly Primary School will work closely with parents to ensure that all aspects of the care procedure are shared and understood.
- Parents have a responsibility to ensure that all relevant information is provided to help the school assist their child in an appropriate way. Parents should meet the adult/s who will provide intimate care to the child and be informed of the school's arrangements in the event of this person/s being absent.
- Parents should consider alternative arrangements to allow the child to participate in school activities (PE, examinations, performances, swimming, sports day, etc.), and activities outside school (field trips, educational visits, transport, etc.).
- The school should gain written permission from parents for the care to be provided. (Appendix 1)

Confidentiality

- Information regarding agreed procedures must be treated confidentially and recorded/held only by the principal. Information should not be disclosed or discussed with any adults other than those with responsibility for the child's personal care and should not be referred to in the presence of other children.
- Care should be provided at agreed times, at the child's request or in response to an agreed signal. Staff should make themselves familiar with the child's manner of communication, whether verbal, sign or eye contact.
- Appropriate terminology for parts of the body and bodily functions should be clarified between the child, parents, and his/her assistant/s.

Roles and Responsibilities

- All staff working with children must be vetted through Access NI Checks.
- Only assigned staff should undertake the intimate care of children.
- All staff must be aware of and understand the Intimate Care Policy and Guidelines within the context of their work.
- Intimate Care arrangements must be agreed by the school, parents/carers and the child (if appropriate). (Appendix 2)
- Parents/carers have a responsibility to advise staff of the intimate care needs of their child. These care arrangements must be agreed, recorded and signed by the teacher/parents/carers/ and child (if appropriate).
- The practice of providing one to one intimate care is supported. However, it is recommended that two adults should be present if possible.
- Any intimate care needs e.g., washing/changing a child should be recorded by the teacher.
- There are boys' and girls' toilets situated at the Foundation/Key Stage 1 end of the school, alongside a disabled toilet. There are also boys' and girls' toilets situated opposite the dining hall, that are used by Key Stage 2 pupils. All children are encouraged to be independent and Reception/P1 pupils, during their settling in period, will be shown the toilets and talked through the process of how to attend to themselves.

- Arrangements will be in place to cover exceptional circumstances i.e., staff member on sick leave. Additional trained staff will be available to undertake specific intimate care tasks.
- Any unusual markings/dicolourations observed during intimate care, will be reported immediately to the designated teacher.
- All children have the right to dignity and privacy. If the child appears distressed or uncomfortable when personal tasks are being carried out, reassurance will be provided, and parent/carer will be contacted.

Current Intimate Care Practice

- If a child wets/soils him/herself the classroom assistant (CA), or teacher if CA is not available, brings the child to the toilet and asks the child to remove the appropriate clothing by themselves, and is provided with wet wipes if needed.
- The CA / teacher gives the child clean clothes to put on – and assistance is given if required.
- The CA/teacher speaks gently to reassure the child and to minimise any distress.
- The CA/teacher puts the wet/soiled clothes in a bag to be sent home and a parent/carer is informed.
- If a child has a repeated soiled incident on the same day, parents should be contacted to come to the school to bring the child home for cleaning and changing.
- In the case of any child not wishing a member of staff to assist them, a parent/carer will be contacted and informed of the situation.
- Parents of Reception/P1 children are encouraged to send in a change of clothing at the start of the year for their child. A supply of spare clothes is kept in the P1 and P2 area. Disposable gloves, baby wipes, plastic bags etc. are kept in a central place.

Menstrual Well-being and Period Dignity

Straidbilly Primary School believes that parents & guardians have the primary role in explaining periods to their child and that this is a normal and natural part of growing up. It is important to acknowledge that children mature at different rates. The NHS recommends that parents should talk about periods as part of an ongoing process rather than a formal sit-down talk. Parents are encouraged to talk to their child about periods when they see early signs of puberty (see useful resource links).

<https://www.nhs.uk/conditions/periods/startingperiods/#:~:text=Most%20girls%20start%20their%20periods,Periods%20are%20natural>

<https://kidshealth.org/en/parents/talk-about-menstruation.html>

Free period products are available in Straidbilly Primary School if a pupil requires them. Children will be able to access these products without asking their class teacher. Staff will be vigilant for any children who are distressed or experiencing discomfort due to menstruation. Children will be treated with care and sensitivity. A letter will be issued once a year to P5-7 parents to make them aware that such products are available in school and where pupils can access them.

Straidbilly Primary School -Permission for Intimate Care

(Appendix 1)

Child	
DoB	
Address	
Parent/Guardian	

I/we give permission for the assistance detailed overleaf to be provided to my/our child and will advise the school of any change that may affect this provision.

Signed:

I, the child, give permission for the assistance detailed overleaf to be provided to me.

Signed:

Pupil:		DoB:
Diagnosis:		
Assistance:		
Timetable:		
Persons Assisting:		
Alternative Arrangements:		
Location/Equipment:		

Designation	Signed	Date
Parent		
Pupil		
Assistant/s		
Principal		

Straidbilly Primary School – Intimate Care Record

(Appendix 3)

Date:	Time:	Signature 1:	Signature 2:

