

St. Mary's P.S. Derrytrasna



INTIMATE CARE POLICY

Date ratified by Board of Governors: June 2021

Signed: Mr G Smyth

School address: 191, Derrytrasna Road
Lurgan
Co. Armagh
BT66 6NR

Mission Statement

In St Mary's Primary School we aim to provide a Catholic education, which is person centred, which promotes the dignity, self-esteem and full development of each child. We believe this will enable our children to maximise their individual potential for academic, spiritual, personal, emotional and social development. Thus preparing them for future learning and living.

Introduction

St Mary's staff aim to safeguard the welfare of each child in our care. We will support and encourage each child to become more independent in personal care, however we recognise that some children may need intimate care from time to time.

Intimate care may be defined as any activity required to meet the personal care needs of each 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 and parents.

Intimate care can include:

- ❖ Feeding
- ❖ Oral care
- ❖ Washing
- ❖ Dressing/undressing
- ❖ Toileting
- ❖ Menstrual care
- ❖ Treatments such as enemas, suppositories, enteral feeds
- ❖ Catheter and stoma care
- ❖ Supervision of a child involved in intimate self-care

The Intimate Care Policy and Guidelines Regarding Children have been developed to safeguard children and staff. They apply to everyone involved in 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.

Principles of Intimate Care

(Ref :- Northern Area Child Protection Committee, Intimate Care Policy and Guidelines Regarding Children)

- ❖ 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 in and consulted about 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 these views taken into account
- ❖ Every child has the right to have levels of intimate care that are as consistent as possible.

Responsibilities of Staff involved with intimate care

All staff working with children must be vetted. Volunteers and guests in school will be supervised by a vetted member of staff. Only named identified staff should undertake the intimate care of children. The Principal/Designated teachers for child protection must ensure that all staff undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy together with associated Policy and Procedures.

All staff must be trained in the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and guidelines within the context of their work.

Intimate care arrangements must be agreed by the school, parents/guardian and child (if appropriate). Intimate care arrangements must be recorded in the child's personal file and consent forms signed by the parents / carers and child (if appropriate).

Intimate Care Procedures

With these principles in mind the following intimate care procedures will be followed :-

- ❖ If a child needs a change of clothes he/she will be encouraged to change him/herself where possible.
- ❖ If a child needs to change clothes, or be assisted to do so, a suitable place will be used. For our primary age pupils, this will most likely be a disabled bathroom area which provides a larger space if required.
- ❖ If a child needs assistance and is agreeable staff will undertake these duties. The child will be talked through the procedure and reassured that he/she will not be left alone
- ❖ We will endeavour to be as discreet as possible and sensitive to each child's needs
- ❖ If a child is unable and unwilling to accept assistance to be changed staff will contact parents/carers immediately.
- ❖ Parents are expected to ensure that they keep the school informed of the contact numbers at which they, or a nominated adult can be contacted as and when required. They should make themselves available, if necessary to change their child at school, or in the event of an accident, to take their child to the hospital or administer medication.
- ❖ If, during an intimate procedure, staff notice any unusual markings, bruising, discolouration, swelling etc these will be notified to the Designated Teacher for Child Protection (Mr Lavery), or the Deputy Designated Teacher (Mrs Chambers).

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.

- ❖ A lot of care is carried out by one staff member / carer alone with one child. The practice of providing one-one intimate care of a child alone is supported, unless the

activity requires two persons for the greater comfort /safety of the child or the child prefers two persons.

Involve the child in their intimate care

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

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.

- ❖ Children communicate using different methods e.g. words, signs, symbols, body movements, eye pointing.
- ❖ To ensure effective communication ascertain how the child communicates e.g. consult with child, parent / carer
- ❖ 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.
- ❖ Treat the child as an individual with dignity and respect.

Monitoring and Review

This Policy will be reviewed biannually.

Note: for children who are not toilet trained or have diagnosed toileting difficulties, EA SEN guidance will be followed and an intimate care plan implemented- Appendix 2.

Appendix 1



Communication Performa for Intimate Care

Name: _____

Date: _____

How I Communicate

I communicate using words / signs / communication book / communication aid / body movements.

I indicate my likes / preferences by _____

I indicate my dislikes by _____

I show I am happy by _____ and

unhappy by _____

If appropriate please complete the following

When I need to go to the toilet I _____

When I need changed I _____

Additional information _____

Speech and Language Therapist _____

Occupational Therapist _____

Key worker/s _____

Contact Number/s _____

Parent / Carer signature _____