

St Comgall's Primary School

A Policy For Intimate Care

Last Reviewed January 2019



Intimate Care

Introduction

In St. Comgall's staff work with children with a variety of specific needs and requirements. As a school community we acknowledge that the issue of intimate care requires all staff to be respectful of the needs of the children in their care.

What is meant by the term 'intimate care'?

Intimate care may be defined as care tasks of an intimate nature, associated with bodily functions to include personal hygiene that require direct or indirect contact with pupils. These may vary from more ordinary tasks such as washing to care associated with continence.

How will the 'intimate care' procedures be followed?

- The dignity of the child is of paramount importance and a high level of privacy will be observed.
- All staff will have a high awareness of child protection issues that will help ensure sensitivity when providing intimate care to children.
- St. Comgall's is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties with the highest level of professionalism.
- As a school community we recognise the importance of treating all children with respect when intimate care procedures are followed.

In accordance with St. Comgall's Vision "we strive to recognise and respect the feelings and attitudes of others... in a caring community..." therefore we will:

- Ensure that all children who require intimate care are at all times treated respectfully, and that their dignity and 'well-being' is of pivotal importance.
- Continually update all staff with training on intimate care to ensure that all the staff know the procedures in place.
- Ensure that all staff are supported to best cater for children with specific requirements such as training from external agencies e.g. physiotherapist/ occupational therapist as required.
- Provide opportunities for children to discuss their needs and preferences in relation to the procedure being carried out. Children will be able to choose their mode of communication in accordance with their age and aptitude e.g. verbal, symbolic etc.

- Children will be made aware of the reason for the intimate care procedure.
- Support pupils and encourage each child to be as independent as possible. Individual care plans will be drawn up for specific children in accordance with their particular needs and in partnership with their parents/guardians.
- Respect each child's right to privacy. Each situation will determine the number of carers required to be present when a child needs intimate care. Where possible a child will be cared for by one adult unless there is a specific reason for having two adults present. All intimate care procedures will be recorded in the Intimate Care Log.
 - One copy of the Intimate Care Log will be placed in teacher's parent contact folder.
- Have a rota of 'known carers' for specific children who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.
- In emergencies, where a child has e.g. been incontinent, sick etc; staff should:
 - enlist the help of a classroom assistant where possible (If this is not possible teachers should ask for assistance from their neighbouring colleagues to mind their class and attend to the needs of the child).
 - ensure that the child is taken to a private area.
 - Where necessary help to clean the child and their clothes or change into clean clothes provided by the school. (A supply of uniforms and underwear etc. will be available from the Office storeroom.)
 - Parents will be informed, the incident will be logged and parents will be asked to return any clothes provided for their child.
- Parents/Guardians will be involved with their child's intimate care arrangements and an agreement recorded on their individual child's care plan. The needs and wishes of the parents will be carefully considered alongside any possible constraints e.g. staffing, legislation.
- Continue to promote open communication for any child or adult who may have any concerns or issues in accordance with the Child Protection policy in place.
- Ensure that the procedures that are outlined in the Policy on Child Protection are followed should any member of staff have a concern about a child.
- Continue to provide initial training and up date training to all members of staff.
- Make the appropriate arrangements should a child become distressed or unhappy about being cared for by a particular member of staff.
- Follow all necessary procedures should a child make an allegation against a member of staff.

Individual Care Management Plan

Child's Name:

Name of Support Staff Involved:

Location of Suitable Toilet Facilities:

Frequency of Support:

Procedures:

Parent Signature:

Classroom Assistants Signature:

Principal:

Date:

APPENDIX 2

RECORD OF INTIMATE CARE INTERVENTION (LOG)

Child's Name:

DOB:

Name of support staff involved:

Date:

Time:

Procedure:

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Further comments:

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Signature(s):

Teacher:

Parent/ Carer: