

Kilkeel Primary School



Intimate Care Policy

2017

Introduction

This document outlines the approach to Intimate Care in Kilkeel Primary School. 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.

Definition

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

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care

Supervision of a child involved in intimate self-care

Parents/carers have a responsibility to advise staff of the intimate care needs of their child and will be asked to sign a permission slip for an assistant to help in the intimate care of their child. Parents/carers will be contacted first and asked to come to school to assist their child. If a parent is non-contactable, then the assistant appointed will be allowed to supervise and carry out the care needed. A record of the care given will be recorded and held in the child's file and the parent/carer informed. If at any stage a child appears distressed or uncomfortable when personal care tasks are being carried out, the care will stop immediately and parents/carers will be contacted or notified.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which the policy and guidelines are based:

- 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 on 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 taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

School Responsibilities

This policy outlines our schools approach to Intimate Care. All staff undertaking the intimate care of children will be familiar with this Intimate Care Policy and procedures. **Staff should not undertake any aspect of intimate care that has not been agreed.** The school will record all intimate care arrangements and these will be signed and dated and a copy will be kept in school. All intimate care records will be kept in the child's personal file. Confidentiality and privacy will be adhered at all times. When a child requires intimate care the task will be carried out by an assistant or when required two assistants. The school will set in place effective communication between parents/carers to ensure practice is consistent. At all times the intimate care details and care undertaken will be monitored by the Designated Teacher and Principal.

Our school recognises that all children have the right to be safe and to be treated with dignity and respect. Any concerns regarding child protection issues will be reported as detailed in the Child Protection Policy.

Guidelines for Good Practice

In our school the delivery of intimate care by professional qualified staff will be governed by their professional code of conduct.

Reference Materials

Area Child Protection Committees' Regional Policy and Procedures, (April 2005) and Amendments (2008) Intimate Care Policy and Guidelines.

Related School Policies

Safeguarding and Child Protection Policy

Staff Code of Conduct

Pastoral Care Policy

Health and Safety Policy

Supporting Pupils with Medical Needs Policy

Use of Safe Handling Policy

Signed: _____ Principal

Signed _____ Chair of Board of Governors

Date: _____