

MILLINGTON PRIMARY SCHOOL



Intimate Care Policy

INTRODUCTION

The Intimate Care Policy and Guidelines Regarding Children (Southern, Western, Northern and eastern Child Protection Committee) have been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

In Millington Primary School, we aim to meet the needs of each child in our care through having appropriate safeguarding procedures in place and also through actively seeking to promote each child's welfare. Due to the young age which children begin formal education, children in the Foundation Stage usually have a measure of dependence on adults to meet their physical care needs. Children with disability may also have physical needs that require the assistance of adults.

Each September, the parent / guardian of children in Years 1 and 2 will be asked to complete a consent form (see Appendix 1) regarding the changing of their child. These forms will be kept by the Year 1 and Year 2 teachers. It is expected that children in Years 3 - 7 (not those with physical disability) are able to change independently unless a parent / guardian has written to request otherwise.

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and mistreatment

Article 19

DEFINITION

Intimate care can be defined as an activity required to meet the personal care needs of each individual child in partnership with parents and the child. Parents have a responsibility to advise the school of the particular care needs of their child.

Intimate care can include: -

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

PRINCIPLES OF INTIMATE CARE

- Every child has the right to be safe (UNCRC 19)
- Every child has the right to personal privacy (UNCRC 16)
- Every child has the right to be valued as an individual (UNCRC 12)
- Every child has the right to be involved and consulted in their own intimate care of the best of their abilities (UNCRC 12)
- Every child has the right to express his/her views on their intimate care and to have such views taken into account (UNCRC 12)

RESPONSIBILITIES

It is the responsibility of the Board of Governors and Principal to ensure that:

- all staff have undergone appropriate vetting and have had child protection training;
- all staff undertaking the intimate care of children are familiar with, and understand the principles of intimate care;
- intimate care procedures have been agreed by the parents /carers and child (if appropriate); and
- the procedures outlined in this policy are adhered to.

GUIDELINES FOR GOOD PRACTICE

All staff involved in providing or assisting with intimate care need to be sensitive to each child's individual needs and also be aware that some care tasks or treatments could be open to misinterpretation. Adhering to these good practice guidelines should safeguard both children and staff.

Involve the child in their intimate care

Try to encourage a child's independence as far as possible in his / her intimate care. Where the child is fully dependent talk with them about what is going to be done and give them choice where possible.

Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

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.

It is our policy at Millington Primary School that the adult involved in intimate care can be seen by another adult. This may be through a doorway or window. Following an incident involving intimate care, a 'Record of Intimate Care' form (see Appendix 2) must be completed and given to the Designated / Deputy Designated teacher. These forms will be stored in a locked cupboard in the Vice Principal's room. A 'Note to Parent / Guardian' (see Appendix 3) must also be completed and sent home with the child on the same day that the intimate care took place. Copies of these blank forms are pinned to the notice boarding the staff room.

In the case of a child that requires daily or frequent intimate care, a record should be kept in a notebook that indicates the following:

- the adult that carried out the intimate care
- the adult that observed and
- the date / time.

At any time the parent / guardian may visit school and request to see this record.

Be aware of own limitations

Only carry out care activities you understand and feel competent and confident to carry out. If in doubt, ASK. Some procedures must only be carried out by staff who have been formally trained and assessed e.g. enteral feeding.

Promote positive self-esteem and body image.

Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate

care is important. Keeping in mind the child's age, routine care can be relaxed, enjoyable and fun.

If you have any concerns you must report them.

If you observe any unusual markings, discolourations or swelling including the genital area, report immediately to your designated manager / teacher. If during the intimate care of a child you accidentally hurt them, or the child appears to be sexually aroused by your actions, or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to your designated manager / teacher.

If a staff member has concerns about a colleague's intimate care practice s/he must report this to the Designated / Deputy designated teacher (Miss Irwin / Ms McBride) for Child Protection or Principal (Mrs Murray).

All records will be kept in a locked cupboard in the Principal's room.

Report and record any unusual emotional or behavioural response by the child.

A written record of concerns must be made and given to the Designated / Deputy Designated teacher for Child Protection (Miss Irwin / Ms McBride) or the principal
This policy will be reviewed annually as part of the Child Protection Policy.

Appendix 1

Dear Parent,

We will always contact you, the parent/guardian, to come to school to change your child if your child needs his/her clothing changed for any number of reasons, for example, through toileting accidents, through play or through illness.

In order to safeguard your child and the staff in our school, we need your permission if we are to help change your child, in an emergency. All contact with children follows the school Intimate Care Policy.

Yours sincerely,

G Irwin

Vice Principal, Designated teacher for Child Protection.

□

Please sign,

(a) Contact numbers if my child needs changing.

1.

2.

3.

(b) I give permission for teachers, or classroom assistants to help change my child in school, in an emergency, if necessary.

.....Signed Parent/ Guardian Date

Appendix 2

Note to Parent / Guardian

Date: _____ Time: _____

Name of child _____ Class: _____

Reason for child needing assistance (please circle):

- Toileting accident
- Other - please specify:

Name of adult that assisted:

Signature

Child Protection record of Intimate care

Date: _____ Time: _____

Name of child _____ Class: _____

Reason for child needing assistance (please circle):

- Toileting accident
- Other - please specify:

Name of adult that assisted:

Name of second adult:

Signed: _____

PLEASE RETURN TO DESIGNATED TEACHER FOR CHILD PROTECTION