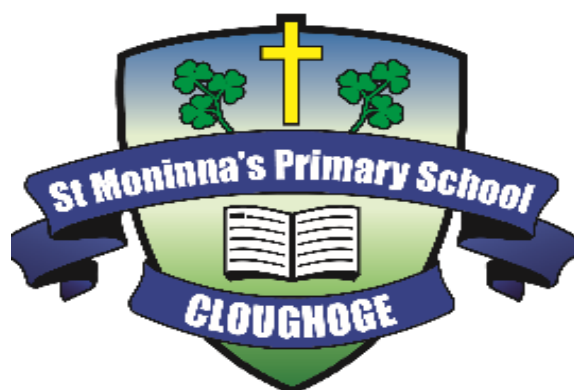


St Moninna's Primary School and Nursery Unit



Intimate Care Policy

Ag foghlaim agus ag fás le grá
Learning and growing with love

Agreed by Governors	September 2018
Review Date	September 2021
Principal	
Chair of Governors	

MISSION STATEMENT

Vision Statement

“Learning and Growing with Love”

Ag foghlaim agus ag fás le grá

Aims

In St. Moninna’s Primary School:

- **We aim to enable LEARNING so that pupils develop to their full potential in all areas of the curriculum and become motivated, independent, life-long learners.**
- **We aim to enable pupils to GROW socially, emotionally, physically, spiritually and academically and to develop the attributes they need to be valuable, responsible, contributing adults.**
- **We aim to do this in an atmosphere of LOVE so that pupils embrace the virtues of respect, kindness, tolerance, compassion and faith while feeling happy, safe and valued as part of the St. Moninna school family.**

Mission

In St. Moninna’s P.S. we believe we can achieve our aims by ensuring we are committed to

- **Promoting the values of Catholic education within our school family**
- **Having high expectations for all pupils and a desire to see them reach their full potential**
- **Having inclusive, stimulating and supportive classrooms**
- **Working together for a common goal**
- **Valuing continuous improvement for all**
- **Investing in people and resources**
- **Working closely with home and the wider community**

Values

- **Kindness**
- **Respect**
- **Family**
- **Growth**
- **Trust**

INTRODUCTION

This document outlines the approach to Intimate Care in St. Moninna's PS Cloughoge. 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 in our school community.

DEFINITION

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/carers.

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Supervision of a child involved in intimate self-care
- Cleaning up a child after wetting/soiling accident
- Applying medications/creams as prescribed treatment

PRINCIPLES OF INTIMATE CARE

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

SCHOOL RESPONSIBILITIES

- All staff working with children must be vetted by the EA or CCMS.

Vetting includes:

- Access NI checks
- Only vetted staff identified should undertake the intimate care of children.
- The Principal must ensure that all staff undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy and Guidelines together with associated Policy and Procedures e.g. ACPC Regional Policy and Procedures 2005, Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.
- 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.
- Ongoing intimate care arrangements must be agreed by the school, parents / carers and child (if appropriate).
- Ongoing intimate care arrangements must be recorded in the child's personal file and consent forms signed by the parents / carers and child (if appropriate).
- Staff should not undertake any aspect of intimate care that has not been agreed between the School, parents /carers and child (if appropriate).
- The school has made provisions for emergencies i.e. a child wets or soils themselves. At the start of each school year parents/carers in the Nursery and Foundation Stage are informed of our provision and procedures in this area and consent is requested and recorded. In the event of consent not being given parents will be contacted to administer the intimate care. Children in P3 – P7 would be encouraged to independently change their clothing and parents/carers would be informed of the incident (**See Appendices One to Five**).
- Intimate care arrangements that have been specially agreed with a parent are reviewed annually. The views of all relevant parties, including the child (if appropriate), are sought and considered to inform future arrangements.
- If a staff member has concerns about a colleague's intimate care practice they must report this to the Designated or Deputy Designated Child Protection officers.

GUIDELINES FOR GOOD PRACTICE

All children of St. Moninna's PS Cloughoge and Nursery 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. If a child is distressed or protests, the intimate care should stop and parents/carers contacted.

Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs and follow agreed care plans.

Staff members also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard children and staff.

1. Involve the child in their intimate care

Staff should 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.

Check your practice by asking the child / parent any likes / dislikes while carrying out intimate care and obtain consent.

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

Care can be 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.

3. Make sure practice in intimate care is consistent

A child with special needs can have multiple carers so a consistent approach to care is essential. Effective communication between parents / carers / agencies / school ensures practice is consistent.

4. Be aware of own limitations

Only carry out care activities you understand and feel competent and confident to carry out. If uncertain ask for advice or assistance from another trained member of staff or Designated/Deputy Designated Officers.

Some procedures must only be carried out by staff who have been formally trained.

5. 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 very important.

6. 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/Deputy Child Protection teacher(s).

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, stop the intimate care and seek the assistance of a member of the Safeguarding team. Report the incident immediately to your Designated/Deputy Child Protection teacher(s) (Record on a CP incident report sheet).

Report and record any unusual emotional or behavioural response by a child to the Designated/Deputy Designated teacher(s). A written record of any concerns must be made, given to the Designated/Deputy Designated Teacher(s) and kept in the child's medical notes / personal file. Parents / carers should be informed about any concerns about a child.

Please refer to:

- Regional Area Child Protection Committee Child Protection Procedures – April 2005
- DENI Child Protection & Pastoral Care Guidance 1999
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

WORKING WITH CHILDREN OF THE OPPOSITE SEX

Principles:

- There is a positive value in both male and female staff being involved with children.
- Ideally, every child should have the choice of carer for all their intimate care.
- The individual child's safety, dignity and privacy are of paramount importance.

The practical guidelines set out below, are written in the knowledge that the current ratio of female to male staff means we are far less likely to be able to offer the choice of same sex carer to male children.

General Care

Male and female staff can be involved with children of either sex in:

- (a) Key-working and liaising with families.
- (b) Co-ordinating of and contribution to a child's review.
- (c) Meeting the developmental, emotional and recreational needs of the children.

Intimate Care

Wherever possible, boys and girls should be offered the choice of carer and second carer. Where there is any doubt that a child is able to make an informed choice on these issues, the child's parents are usually in the best position to act as advocates.

Male members of staff should not perform duties of intimate care with a female child.

It may be possible to determine a child's wishes by observation of their reactions to the intimate care they receive. Do not assume that a child cannot make a choice.

The intimate care of boys / girls can be carried out by a member of staff of the opposite sex with the following provisions:

- (a) The delivery of intimate care by professionally qualified staff will be governed by their professional code of conduct in conjunction with school policy and procedures.
- (b) Staff who are not governed by a professional code of conduct must follow policy and procedures in operation within their agency and direction and agreement must be provided by the Principal.
- (b) When intimate care is being carried out, all children have the right to dignity and privacy i.e. they should be appropriately covered, the door closed or screens / curtains put in place.

(d) If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance.

(e) Report concerns to your Designated/Deputy Teacher(s) and make a written record.

(f) Parents / carers must be informed about concerns.

Related School Policies

Safeguarding – Child Protection Policy

Safeguarding - Code of Conduct

Pastoral Care Policy

Monitoring, Review and Evaluation of this Policy

This policy will be reviewed in line with our 3 year cycle of policy reviews / when changes in policy are required. Any changes in provision or policy will be relayed appropriately. The review process will be assisted by feedback from teachers, parents, governors, outside agencies and pupils.

Appendix One
St. Moninna's PS Cloughoge

Emergency Intimate Care
Good Practice Checklist for Staff

Such care might be necessary with;

A child who has wet or soiled themselves

A child who has been hurt and treatment requires removal of clothing

- Inform another member of staff who requires care and what you intend to do
- Ensure the child's dignity at all times; they should be appropriately covered, door closed.
- Reassure the child and tell them what you plan to do
- Listen to the child's wishes
- If they are distressed or protest, stop the care immediately and seek advice or assistance from another member of staff and contact parents/carers.
- Report the duty of intimate care to another member of staff following the event and record on the agreed table (**Appendix 4**).
- Inform the parent/carer about the care that was administered and ask the parent/carer to sign record (**Appendix 5**) :
Parent/Carer will be informed if a child has received a bump to the head/head injury. Staff member will Phone/Talk to the parent about the incident and the care that was administered.
- Male staff should not perform duties of intimate care with a female child
- If you have any concerns regarding the child report them immediately to the Designated/Deputy Child Protection Teacher(s)

Appendix Two

St. Moninna's PS Cloughoge

Intimate Care Procedures

Foundation Stage (Nursery & P1/2)

It is sometimes necessary to change clothing, either through toileting accidents, or spillage.

Clothing is removed with the children's approval and they are encouraged to help. This is carried out in the toilet area, in accordance with Child Protection/Safeguarding procedures.

Personal hygiene and respect for the children is paramount.

If a child is distressed or protests, the intimate care will cease and parents/carers will be contacted.

Foundation Stage and Nursery have a supply of socks, underwear and uniform.

Appendix Three

CLOUGHOGH PRIMARY SCHOOL

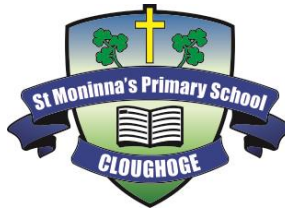
PRINCIPAL: MRS I TEMPLE

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81, CHANCELLOR'S ROAD
NEWRY,
CO DOWN,
BT35 8NG.



Date:

TO PARENT(S)/GUARDIAN(S) WITH CHILDREN IN FOUNDATION STAGE

Dear Parent(s)/Guardian(s)

Please find below an overview of our Intimate Care procedures for your information (Intimate Care Policy is available in school and on our website). We would be grateful if you would complete **section A** and it return to your child's class teacher.

In the event of consent not being given parent(s)/guardian(s) will be contacted to provide the intimate care required.

Yours sincerely

P Rafferty K Quinn

**St. Moninna's PS Cloughoge
Intimate Care Procedures
Foundation Stage (Nursery & P1/2)**

It is often necessary to change clothing in Foundation Stage, either through toileting accidents, or spillage.

Clothing is removed with the children's approval and they are encouraged to help. This is carried out in the toilet area, in accordance with Child Protection/Safeguarding procedures.

Personal hygiene and respect for the children is paramount.

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Foundation Stage and Nursery have a supply of socks, underwear and uniform.

Revised Sept 2018

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Section A

Permission Slip 201

I have read the enclosed Intimate Care procedures and I am aware that the full policy document is available in school and on the website. I give consent for my child to be changed by a member of staff in the Nursery/Primary.

Signed: [Parent(s)/Guardian(s)] Date:



Intimate Care Class Record Sheet 20 - 20__

Authorised Staff

[illegible]



Intimate Care Record Sheet

I have been informed by the class teacher that my child has been changed in school by authorised staff on the dates below.

[illegible]

[illegible]