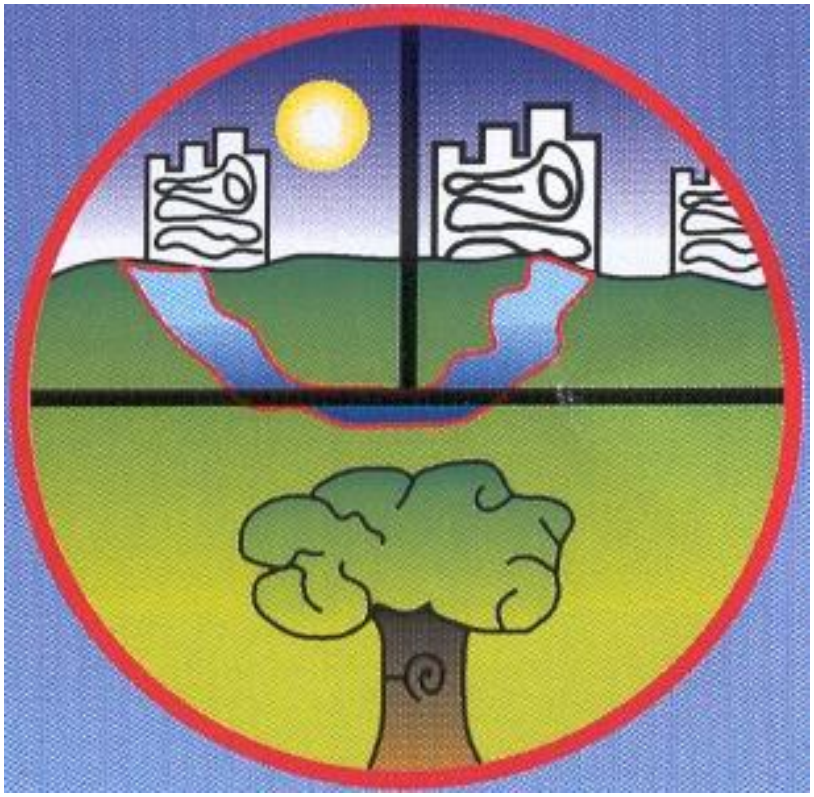


Cumran Primary School Intimate Care Policy

Reviewed: September 2019
Ratified : September 2019
Signed _____(Principal)
Signed _____(Chairman of Board of Governors)

Introduction

The Intimate Care Policy has been developed to safeguard children and staff and follows the guidelines distributed by Child Protection Committees in March 2009 (CPSSS). Intimate care arrangements will be reviewed every 6 months taking into account the views of all relevant parties.

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.

Intimate care can include:

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

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 consistent as possible.

Staff

All staff working with pupils will be vetted. Students and volunteers will not be permitted to undertake intimate care of pupils.
The only staff identified by Cumran Primary School to undertake the intimate care of children are:

Mrs Julie Murray
Mrs Lynda Nelson
Mrs Roisin Davidson
Miss Marie Fitzpatrick
Mrs Vonla Gregg
Miss Rebecca Agnew
Mrs Hazel Scott
Mrs Ailsa Brown
Mrs Stephanie Hamilton
Mrs Sarah Murray
Mrs Karen Parke
Mrs Kathy Ferguson
Mrs Beverly McMahon

Training

Staff will fully understand the Intimate Care Policy adopted by the school and if required, will attend training as some training will be specific to the needs of any disabled pupils in our care.
Intimate care arrangements must be agreed by parents/ guardians and child. Should specific intimate care be required for a specific individual, provision must be made should that member of staff be on sick leave. Additional trained staff should be available to undertake specific intimate care tasks. It should not be assumed that someone else can do it.

Keeping Records

Intimate care arrangements must be recorded and consent forms signed by parents or guardians. Staff should not undertake any form of intimate care that is not agreed with parents or guardians. If intimate care is provided, an incident form is completed and records kept in the Intimate Care file located in

the office. At the same time, the parents/ carers will be informed of all action taken- by both telephone and in writing.

Permission

Parents will be asked to provide consent, in written form, should the need arise to provide intimate care. These letters will remain in the Intimate Care file and a copy of the incident form will be included in their file when intimate care is provided. It is understood that intimate care cannot be taken unless permission has been granted by parents or guardians.

Foundation Stage

- 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.
- The class teacher or classroom assistant may assist the child to get changed.
- Two adults are necessary when one is involved in the actual changing of clothes and cleaning the child.
- The adult not involved in changing the child must be as unobtrusive as possible.
- Following the incident an Intimate Care Form must be filled in and signed by both adults assisting the child.
- Parent will be informed by written note and by phone
- If the pattern is frequently repeated or there is a problem the adult involved will refer the matter to the SENCO or Principal
- Spare clothes for boys and girls are available.
- In September parents will be asked to give permission regarding changing.

Key Stage One and Two

- Children will be encouraged to take charge of their own changing.
- An adult will remain in close vicinity to help the child if necessary or to remove the bag with soiled clothing.
- An adult will fill in an Intimate Care Form and sign it.
- The parent will be informed in writing and by phone.

- Persistent cases or problems will be reported to the SENCO or Principal.

- Pupils will use their own toilets to change with other children excluded from the area, to maintain the dignity of the child.

- In all circumstances, the adults must promote positive self- esteem and body image.

The School's Commitment to Pupils with Specific Needs

In some instances more specialised intimate assistance may be needed for children with physical or medical difficulties.

- The school is committed to ensuring that all staff undertake their responsibilities in such a way that the rights, dignity and welfare of the children is protected.

- The school is committed to ensuring that staff undertaking these responsibilities are supported by policy, training and monitoring.

- All school staff receive child protection training, undertake to help children do as much as possible for themselves and develop each child's ability to achieve independence.

- Staff receive appropriate specialised training and are provided with facilities and equipment to ensure safety, privacy and dignity.

- An intimate care plan is drawn up for each child requiring such assistance, and is carefully planned and agreed in consultation with parents and child.

- Provision is monitored and regularly reviewed to ensure that policy and procedure is adhered to, and that children and staff remain comfortable with the school's arrangements.

Practical Accommodation

Cumran Primary School will provide appropriate accommodation that ensures privacy for the child,and is sufficiently spacious to accommodate any other equipment the child may need such as a changing bench or hoist.
The provision of appropriate accommodation and equipment should be arranged in conjunction with the Children and Young People's Services Directorate of the EA.
The school should provide resources to ensure that procedures are carried out hygienically.
This may include disposable aprons, gloves, wipes and medicated hand-washing products.
Additional requirements may include labelled bins for the disposal of soiled waste:
Items such as needles, catheters, etc., and arrangements for the collection of such waste.

This can be arranged through the Operations and Estates Directorate of the EA and the District Council.

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 care 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.
(d) Escorting the children between sites, on outings and to clinics unless intimate care is needed.

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. 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 agency 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 Designated Manager / Principal.
(c) 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 Manager / Teacher and make a written record.
(f) Parents / carers must be informed about concerns.

Reporting Concerns

If a member of staff has concerns about a colleague's intimate care practice, they must report this to their Designated Teacher.

Similarly, if a member of staff has any concerns about a pupil, they must report to the Designated Teacher.

Casual substitute staff should not provide intimate care in the school setting.

Pupils will be treated with respect and with an awareness at all times to protect the child's personal dignity.

Communication with Children

It is the responsibility of the staff caring for a child to ensure that they are aware of the child's method and level of communication.
To ensure effective communication:

- Ascertain how the child communicates
- 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.

Policy Review

This policy will be reviewed every six months as recommended by ELB Child Protection Committees.

Appendix 1

Change of Clothing Consent Forms

Cumran Primary School

Change of Clothing Consent Form

During the day at school, younger children occasionally have little accidents which require a change of clothes. If this occurs your child will be encouraged to change him/herself and staff will assist if required. However, it is necessary to have your permission for staff to help with changing.

I give permission for school staff to assist my child change his/her clothes when necessary.

Child's Name: _____

Signature: _____

Parent/Guardian

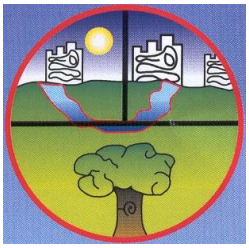
Date: _____

Appendix 2: Letter to parents.

Cumran Primary School.

Dear Parent,

Your child was changed today because he/she



- ❑ Got wet while playing at the water tray
- ❑ Had a toilet accident
- ❑ Was sick
- ❑ Was in unsuitable clothing
- ❑ Other

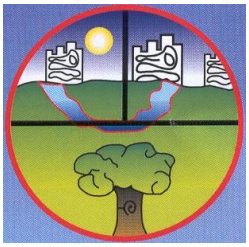
Signed: _____ Date: _____

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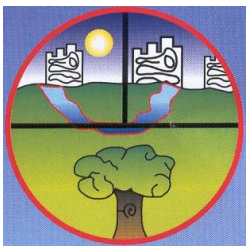
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- ❑ Was sick
- ❑ Was in unsuitable clothing
- ❑ Other

Signed: _____ Date: _____

Appendix 3 Intimate Care Record Form

Cumran Primary School
Intimate Care Form

Date And Time	Class	Name of Pupil	Incident – what, where etc	Action Taken	Signature of the person who dealt with the incident	Signature of second adult	Phone call to parent	Note sent home

(Copy in file is landscape)

Cumran Primary School

Permission for Intimate Care

Date:

Child	
Date of Birth	
Address	
Parent / Guardian	
I/we give permission for the assistance detailed overleaf to be provided to my/our child, and will advise the school of any change that may affect this provision. Signed:	
I, the child, give permission for the assistance detailed overleaf to be provided to me. Signed:	

Cumran Primary School

Intimate Care Plan

Pupil Name:	
Date of Birth	
Diagnosis	
Assistance Required	
Timetable	
Persons Attending	
Alternate Arrangements	
Location/Equipment	

Designation	Signed	Date
Parent		
Pupil		
Assistants		
Principal		

Cumran Primary School

Intimate Care Record

Date	Time	Signature 1	Signature 2