**St Joseph’s Primary School**

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**Intimate Care Policy and Procedures**

In St Joseph’s Primary School we aim to:

* Create a safe, enjoyable learning environment, in which effective learning is facilitated and quality teaching is provided;
* Implement all aspects of the Northern Ireland Curriculum;
* Help our pupils to develop a positive attitude towards life and a love of learning;
* Value, respect and nurture every child in our care;
* Encourage pupils to respect themselves and others, and to support and care for one another;
* Equip our children with the necessary life skills, to enable them to participate in a fast changing society;
* Develop and strengthen each pupil’s understanding and love of Catholic values, by promoting the Catholic ethos throughout the school; and
* Involve the parents, Board of Governors and wider community in the life of the school, and in the holistic development of the children in our care.

**INTRODUCTION**

St Joseph’s Primary School’s Intimate Care Policy and Guidelines Regarding Children have been developed to safeguard children and staff in our school. They apply to everyone involved in the intimate care of children. This policy is complemented and supported by a range of other school policies including: Safeguarding and Child Protection Policy; Code of Conduct for Staff; Pastoral Care Policy; Health and Safety Policy; Supporting Pupils with Medical Needs Policy; and Safe Handling Policy.

**DEFINITION**

Intimate care may be defined as any activity which is required to meet the personal care needs of an 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, parents and other relevant professionals.

Intimate care can include:

* Oral care;
* Washing;
* Dressing/undressing
* Toileting; and
* Menstrual Care – menstrual wellbeing and period dignity
* Photography
* Treatments such as enemas, suppositories, enteral feeds, catheter and stoma
* Supervision of a child involved in intimate self-care

**PRINCIPLES OF INTIMATE CARE**

The following are the fundamental principles upon which our

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; and
* Every child has the right to have levels of intimate care that are as consistent as possible.

**SCHOOL RESPONSIBILITIES**

The principal together with the Board of Governors will ensure that all staff undertaking the intimate care of children are familiar with and understand St Joseph’s Primary School’s Intimate Care Policy and Guidelines together with associated Policy and Procedures.

When a child has a specific intimate care need, the care arrangements will be agreed by the school, parents/carers, professionals and child (if appropriate). Staff should not undertake any aspect of intimate care that has not been agreed and should consult with Mrs McArdle (principal), Mrs Cousins (senior teacher / designated teacher for Child Protection), Ms McClean or Mrs McConnell (foundation stage teachers) or key stage 2 teachers (if about menstral wellbeing).

**GUIDELINES FOR GOOD PRACTICE**

* All children 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. 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.
* It is the policy of St Joseph’s Primary School to involve the child in their intimate care and to try to encourage the child’s independence as far as possible in his/her intimate care.
* Make sure practice in intimate care is consistent. As a child can have multiple carers a consistent approach to care is essential. Effective communication between parents / carers / school / agencies ensures practice is consistent.
* A lot of care is 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.
* 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, rectal diazepam.
* Where a child has “wet” him/herself, the child will be afforded the opportunity to change him/herself into the underwear provided (which is available from the class teacher/classroom assistant). Parents/ Carers will be informed.
* Where the child requires more intimate care (e.g soils him/herself), the parent/carer will be contacted immediately and asked to come to school to assist the child or to take him/ her home. The parent will be reassured that the child will be well cared for while awaiting the arrival of the parent/carer.
* If an incident occurs during lunchtime, the child’s class teacher will be contacted and will help deal with the situation with help from another member of staff.
* Sanitary protection is available from Mrs McArdle and Mrs Cousins, and some are available in the girls’ bathroom, should it be required by any of the senior girls. A disposal bin is situated in the girls’ toilets at the senior end of the school.
* We will treat every child with dignity and respect and at all times will ensure privacy appropriate to the child’s age and situation. We will try to involve the child in his/her own intimate care, where appropriate. We will endeavour to ensure that our practice in intimate care is consistent. A record of the intimate care given will be recorded and parents/ carers will be notified.
* We require parental permission for the above procedures. Where this is not given, the parent/carer will have the option to come into school to undertake the intimate care of the child or to take the child home. The Parental/ Carer Permission Form is included in Appendix A and is provided to parents when each child starts school.

**Promote positive self-esteem and body image**

Confident, self-assured children who feel their body belongs to them are less vulnerable to abuse. The approach we take to intimate care can convey lots of messages to a child about their body worth. Our attitude to a child’s intimate care is important and must respect each child’s dignity.

**Reporting Procedures**

If any member of staff has any concerns regarding the welfare of any child, they will report their concerns immediately to any member of the Safeguarding Team in the school. A written record of all concerns will be made, in accordance with the schools’ Safeguarding/ Child Protection Policy and Procedures.

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 staff will be governed by their professional code of conduct in conjunction with policy and procedures.

(b)When intimate care is being carried out ALL children have the right to privacy and dignity e.g. covered / door pulled over.

(c) If a child appears distressed or uncomfortable intimate care must stop, and reassurance given.

(d) Report concerns to the designated teacher and take a record.

(e) Inform parents

It is the responsibility of all staff caring for a child to ensure that they are aware of the child’s method and level of communication. Children communicate using different methods e.g. words, signs, symbols, body movements, eye pointing. To ensure effective communication ascertain how the child communicates e.g. consult with child, parent /carer and, if appropriate, communication needs must be recorded if ongoing intimate care is needed.

Communication Proforma for Intimate Care: How I Communicate (Appendix C). If further information is required, please consult with the child’s Speech and Language Therapist.

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.

**Monitoring, Evaluation and Reviewing**

The school will monitor, evaluate and review this policy every two years or sooner if the need arises.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chairperson of Board of Governors)

**Appendix A**

**Permission for staff to assist with intimate care**

**Please complete and return this sheet to your child’s teacher.**

 It is the policy of St Joseph’s Primary School to involve the child in their intimate care and to try to encourage the child’s independence as far as possible in his/her intimate care.

 Where a child has “wet” him/herself, he/she will be accompanied to the toilet by one or two staff members. The child will be afforded the opportunity to change him/herself into underwear. Parents/ Carers will be informed.

 Where the child requires more intimate care (e.g soils him/herself), the parent/carer will be contacted immediately and asked to come to school to assist the child or to take him/ her home. The child will be reassured while awaiting the arrival of his/her parent/carer.

 We will treat every child with dignity and respect and at all times will ensure privacy appropriate to the child’s age and situation. We will try to involve the child in his/her own intimate care, where appropriate. We will endeavour to ensure that our practice in intimate care is consistent. A record of the intimate care given will be recorded and parents/ carers will be notified.

I have read the above Intimate Care Policy and Procedures and agree to their implementation, if required, while my child attends St Joseph’s Primary School.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s/ Carer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intimate Care record Appendix B

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| --- | --- | --- | --- | --- |
| Name | Intimate Care Required  | Date  | Adults involved | Actions / Outcomes |
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Appendix C

Communication Proforma for Intimate Care How I Communicate

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I communicate using words / signs / communication book / communication aid / body movements.

I indicate my likes / preferences by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I indicate my dislikes by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I show I am happy by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and

unhappy by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If appropriate, please complete the following

When I need to go to the toilet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When I need changed I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Information

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Occupational Therapist

Key worker/s

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact-Number/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / carer signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_