HOLY TRINITY
ENNISKILLEN

Holy Trinity
Intimate Care Policy

Signature of the Chair of the Board of Governors: _____

Signature of the Principal: _____

Date: _____

Review Date: _____

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INTRODUCTION

The intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff in Holy Trinity. They apply to everyone involved in the intimate care of children.

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 the child).

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Medical care
- Supervision of child involved in intimate self- care

Parents/carers have a responsibility to advise staff of the intimate care needs of their child.

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PRINCIPLES OF INTIMATE CARE

- 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 and 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 have levels of intimate care that are as consistent as possible.

SCHOOL RESPONSIBILITIES

- All staff working with children must be vetted by the school. This includes students on work placement and volunteers. Students from Secondary Level Colleges are not vetted but are volunteers and are not to be involved in intimate care of any of our children.
- The principal/ Designated teacher 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. Child Protection.
- Staff must get training in specific types of intimate care (medical) that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.
- Intimate care arrangements must be agreed by the school, 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 need to make provision for emergencies i.e. Staff member on sick leave. Additional trained staff should be available.

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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

- Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

- All staff 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.

- 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.

- 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.

TREAT EVERY CHILD WITH DIGNITY AND RESPECT AND ENSURE PRIVACY APPROPRIATE TO THE CHILD'S AGE AND SITUATION.

- Sometimes a lot of care is carried out by one staff member/classroom assistant who knows the child well. 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.

- As a child can have multiple carers a consistent approach to care is essential. Effective communication between parents/carers/agencies ensures practice is consistent.

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IF YOU HAVE ANY CONCERNS YOU MUST REPORT THEM.

- Report and record any unusual emotional or behavioural response by the child.
- A written record of concerns must be made and kept in the child's medical notes/personal file.
- It is important to follow your school's reporting and recording procedures.

  Parents/carers must be informed about concerns.

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. (however this is not always possible)
- The individual child's safety, dignity and privacy are of paramount importance.

INTIMATE CARE

Where 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 only with agreement of child/parent.

Remember

- 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.

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- 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.

- Report concerns to your Principal/Designated teacher and make a written record.

- Parents/Carers must be informed about concerns.

Procedures for personal care when changing a child

Nursery/Foundation Stage

- Individual children may require some assistance with changing his/her clothes, if for example he/she has an accident at the toilet, soils him/herself, gets wet at play etc. staff will always encourage children to attempt undressing and dressing unaided. However, if a child is not able to complete this task unaided a permanent member of staff will change child.
- Written consent to do so is sought at Nursery/P1 induction meetings.
- Staff will always inform another member of staff that they are facilitating the changing of a child.
- A record is kept of when and why a child is changed, signed by the designated adult and a copy sent home.

K.S.1 and K.S.2

If a child soils/wets him/herself at school, a professional judgement has to be made whether it is appropriate to change the child in school or request parent/carer to collect for changing. The needs of the child will be paramount in this situation.

- The child will be given the opportunity to change in private and carry out the process independently.
- If the child cannot complete the task unaided, school staff will attempt to contact parent/carer to come to school to assist child.
- If no contact can be reached the school will consider their duty of care towards the child and may with the child's consent assist the child with changing.
- Staff will ensure that they have informed a colleague that they are supporting the dressing/undressing of the child.
- A record is kept of when and why child is changed, signed by designated adult and a copy sent home.

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Holy Trinity Primary School and Nursery Unit

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

- Let another member of staff know 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
- Report the duty of intimate care to a senior member of staff following the event
- Inform the parent about the care that was administered:
- Phone/Talk to the parent about the incident
- 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 a designated child protection teacher –, Mr Reihill, Mr Treacy, Mrs Jones

List of Appendices

Appendix 1-Intimate Care consent form

Appendix 2-Intimate Care record

Appendix 3- Intimate Care note to go home

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Holy Trinity Primary School and Nursery Unit

Permission for staff to change/support children with changing when needed.

I consent for school staff to change my child/to support my child with changing should the need arise. ☐

or

I understand that school staff will contact me to come to the school to change my child myself. However in the event that staff are unable to make contact with me or any of my child's named contacts, I consent that school staff may change my child so as to ensure that my child is comfortable and not in any distress. ☐

Signed:_____Parent/Guardian of _____

Date:_____

HOLY TRINITY
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Intimate Care Record

Child's Name And Date	Description of Care	Name of Adult

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HOLY TRINITY ENNISKILLEN

Intimate Care Note for Parent

Name	**Name**
Date	**Date**
Time	**Time**
Reason for Change • Got wet at water tray ☐ • Spilt water/milk/ dinner ☐ • Toilet accident ☐ • Wet/mucky from break/dinner times ☐	**Reason for Change** • Got wet at water tray ☐ • Spilt water/milk/ dinner ☐ • Toilet accident ☐ • Wet/mucky from break/dinner times ☐
Changed by:	**Changed by:**
Witnessed By:	**Witnessed By:**

Name	**Name**
Date	**Date**
Time	**Time**
Reason For Change • Got wet at water tray ☐ • Spilt water/milk/ dinner ☐ • Toilet accident ☐ • Wet/mucky from break/dinner times ☐	**Reason For Change** • Got wet at water tray ☐ • Spilt water/milk/ dinner ☐ • Toilet accident ☐ • Wet/mucky from break/dinner times ☐
Changed By:	**Changed By:**
Witnessed By:	**Witnessed By:**

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