

DUNDONALD PRIMARY SCHOOL
& NURSERY UNIT



Together we ...
Inspire Believe Achieve

INTIMATE CARE POLICY

Our school is a UNICEF Rights Respecting School and Article 3 of the United Nations Convention on the Rights of the Child underpins our school vision:

“The best interests of the child must be a top priority in all things that affect children”

Introduction

It is our intention to develop independence in each child, however there will be occasions when help is required. Our Intimate Care Policy has been developed to safeguard children and staff.

Intimate Care may be defined as an activity that is required to meet the personal needs of an individual child on a regular basis or during a one off incident. Such activities can include:

- Toileting and washing hands
- Changing clothes
- First aid and medical assistance
- Supervision of a child involved in intimate self-care

Parents have the responsibility to advise the school in writing of any known intimate care needs relating to their child.

Principles of Intimate Care

We believe:

- 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
- all children have the right to be involved and consulted in their own intimate care to the best of their abilities
- all children have 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 appropriate and consistent

Changing Clothing

Children should be able to dress independently before enrolling at our Nursery or Primary 1 classes. Parents should buy items of clothes with fastenings appropriate for the age of the child eg. velcro straps instead of laces for younger children.

- children will undress and dress independently for PE (where relevant)
- encouragement and assistance will be given to young children struggling with clothes that are inside out, buttons and zips.
- fastening buttons and zips should be done in full view of another member of staff.

First Aid

- emergency First Aid is only administered by a qualified First Aider
- a first aid box is located in Reception, P5 Stairwell and in each Primary Resource Area
- written reports of accidents must be recorded in the “Incident Reporting Booklet” & “Concussion Possibility Alert” Booklet
- ice packs and basic first aid can be administered by teachers for minor bumps and cuts
- parents should be informed of injuries and written notification be sent home for all injuries (“Concussion Possibility Alert” booklet for head injuries & “Incident Reporting” booklet)

Toileting

Children should be toilet trained before enrolling at our Nursery or Primary 1 classes.

During their time at Primary School, some pupils will have an experience, which may require staff to provide care at a very personal level eg. a child wetting or soiling themselves.

If a child wets themselves:

- the child will be taken to the toilets to preserve their dignity and privacy
- 2 members of staff will be present at all times
- the child will be given guidance and/or assistance to change their items of clothing (age dependent)
- staff must complete the "Intimate Care Record"
- parents will be informed by teacher (top copy of "Intimate Care Record")

If a child soils themselves:

- the child will be taken to the toilets to preserve their dignity and privacy
- parents will be contacted immediately to come to school to assist their child (if child cannot clean independently)
- staff must complete the "Intimate Care Record"

Staff will only provide Intimate Care if:

- Parents cannot be contacted
- Parents/guardians are unable to come to school
- The child is very distressed or suffering unduly

If the parent/guardian is unavailable the child must be changed as soon as possible and not later than 15 minutes after the soiling has been detected.

Spare underwear, uniform, PE kits are kept in school. All clothing should be washed and returned to school as soon as possible.

Intimate Care will only be provided to older children in extreme circumstances. It is anticipated that older children will be able to manage any such circumstances given guidance or assistance. Sanitary towels can be provided to girls.

Any decision to provide Intimate Care will be made by the Designated or Deputy Designated teacher for Child Protection.

If staff are providing intimate care the following procedures will be followed:

- the child will be given privacy
- 2 members of staff will be present
- when dealing with an older child in KS2, all efforts will be made to ensure that same sex staff are providing assistance

Staff need to be aware that some adults may use Intimate Care as an opportunity to abuse children. Young children and children with special educational needs can be especially vulnerable. It is important to bear in mind that some forms of assistance can be open to misinterpretation.

Adhering to this policy and the following guidelines for good practice should safeguard children and staff.

Guidelines for Good Practice

1. Involve the child in Intimate Care

Try to encourage a child's independence as far as possible. Where a situation renders a child fully dependent, talk about what is going to be done and give choices where possible.

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

Ensure there are always 2 members of staff involved in the Intimate Care.

3. Make sure practice in Intimate Care is consistent

As a child may have multiple carers (teacher / classroom assistant) a consistent approach to care is needed.

4. Be aware of your own limitations

Only carry out activities you understand and feel competent with. If in doubt, ASK. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

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 important. Keeping in mind the child's age, routine care can be both efficient and relaxed.

6. Communicate Clearly

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. Depending on their maturity and levels of stress children may communicate using different methods – words, signs, symbols, body movements. Be aware of how you respond to the child's method of communication and communicate clearly to them.

7. If you have any concerns you must report them

If you observe any unusual markings, discolouration or swelling, report it immediately to the Designated or Deputy Designated teacher for Child Protection. If a child is accidentally hurt during Intimate Care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the Designated or Deputy Designated teacher. Report and record any unusual emotional or behavioural response by the child.

If a staff member has concerns about a colleague's Intimate Care practice they must report this to the Designated or Deputy Designated teacher for Child Protection.

Enrolment at Dundonald Primary School implies that you accept our policies and procedures for Intimate Care.

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Date

Dear Parent / Guardian

Today, your child _____ received intimate care by 2 members of school staff.
This was only done after trying to / making contact with you.

As you were not available, the Designated / Deputy Designated teacher gave permission to provide intimate care.

(Outline details of what intimate care was given)

As a result your child has been provided with a change of clothing. Please wash and return this / these items as soon as possible.

Please complete and return this slip to the class teacher to acknowledge receipt of this letter.

Teacher's name / signature

Dundonald Primary School
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I acknowledge receipt of a letter dated _____ informing me that my
child _____ received intimate care by 2 members of school staff.

Signed: _____ Parent / Guardian

Date: _____



INTIMATE CARE

Name of Pupil:

Class:

Date of Birth:

Please advise us of any intimate care needs your child requires:

Please provide everything that is required for your child eg. nappies, underwear etc.

The staff at Dundonald Primary will, to the best of their ability, meet these needs whilst following Intimate Care Policy and Safeguarding Policy.

If your child has an accident with personal hygiene in school, we will return underwear/clothes in a plastic bag if it has been lightly soiled.

A review of your child's intimate care will take place at the end of June.

Signed: _____ (Parent/Guardian)