

# Killen Primary School



## Intimate Care Policy

January 2025

Date: January 2025

Next Review Due: 2028

**K**ids **P**athway to **S**uccess

## **Intimate Care Policy**

The Intimate Care policy has been developed in line with the Regional Intimate Care Policy and Guidelines Regarding Children.

### **Introduction**

Killen Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. The schools Intimate Care Policy and Good Practice Guidelines is informed by the Regional Intimate Care Policy and Guidelines.

They apply to everyone involved in the intimate care of children.

*Please note: The term parent/s is used to refer to parents, carers and legal guardians.*

### **KPS Ethos statement**

We at Killen Primary School believe pupils should have access to a safe, happy, stimulating environment in which they reach their full potential, socially, emotionally and academically. Furthermore, the values of respect, kindness, equality and mutual understanding are the foundations of the school.

### **KPS Vision**

Killen Primary School strives to be a safe, welcoming, child-centred, inclusive school family celebrating success for all. We encourage each child to be confident and develop a sense of responsibility for themselves and respect for others in the community.

### **Definition of Intimate Care**

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 of the child). Intimate care may involve washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself), that most children can carry out for themselves, but with which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

Intimate care may also involve help with drinking, eating, dressing, menstrual care, supervision of a child involved in intimate self-care and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of an insulin injection, EpiPen or rectal medication.

In most cases intimate care will involve procedures related to personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure only a person suitably trained and assessed as competent will undertake the procedure. Any additional training will be provided by the school.

## **Aims**

The aims of this document and associated guidance are;

- To provide reassurance to staff and parent/s
- To safeguard the dignity, rights and well-being of children
- To assure parents that staff are knowledgeable about intimate care and that their child's individual needs and concerns are taken into account

## **Principles**

It is our duty to ensure that all children are treated with the care which any parent would give were they at home. The following are the fundamental principles of Intimate Care upon which the policy is based.

- Every child has the right to be safe
- Every child has the right to personal safety
- 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 have levels of intimate care that are as consistent as possible

## **Our Approach to Best Practice**

All parents are asked to give consent to an adult supervising basic toileting and self-care as part of a pastoral consent proforma given on entry to the school (Appendix 4). Parents will only be contacted if a decision must be made regarding the health and welfare of their child, e.g. gastric upset etc. However, the management of all children with specific intimate care needs will be carefully planned. The child's welfare and dignity is of paramount importance.

In situations where the consent form has not been completed the school will contact the parent to explain the circumstances of the situation.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for wiping themselves but if help is needed it will be given.

Individual intimate care plans (Appendix 5) will be drawn up for particular children who require regular assistance as appropriate to suit the circumstances of the child. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one trained adult, unless there is a sound reason for having more adults present. If this is the case, the reasons will be clearly documented.

The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

In the event of a pupil informing a staff member or a staff member noticing that a child needs to be changed due to soiling/wetting the following procedures will be followed:

- Acknowledge and reassure the child
- A member of staff will notify another member of staff that they will be facilitating the changing of a child
- The member of staff will provide alternative clothes for the child. A change of clothes should be sent into school by the parent if child needs regular intimate care. All children in Year 1 should have a spare change of clothes sent to school with the. They will use disposable gloves, wet wipes if required
- The member of staff will encourage the child to change independently
- When appropriate the member of staff will talk the process through with the child, for example remove shoes, trousers then underwear etc.
- The member of staff will wash their hands thoroughly and supervise the pupil doing so
- The member of staff will record that the child has been changed and provide a copy of this record to the parent.

## **Working with Parents**

Partnership with parents is an important principle in any school and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents, including knowledge and understanding of any religious/cultural sensitivities. Prior permission must be obtained from parents before Intimate care procedures are carried out (see appendix 4). Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include involvement with Individual Education Plans (IEPs), Health Care Plans and any other plans which identify the need for intimate care where appropriate. Exchanging information with parents is essential through face-to-face contact, telephone or written correspondence.

## **Writing an Intimate Care Plan**

Where a routine procedure is required an intimate care plan should be agreed in discussion with the child, school staff, parents and relevant health personnel. The plan should be signed by all who contribute and reviewed on an agreed basis.

In developing the plan the following should be considered;

- a) Whole School implications
  - The importance of working towards independence
  - Arrangements for home-school transport, sports day, school performances, examinations, school trips, swimming, etc.
  - Ensure that there is enough stock of equipment and medication (within date) such as nappies.
  - Who will substitute in the absence of the appointed person?

## b) Classroom management

- The child's seating arrangements in class
- A system for the child to leave class without disruption to the lesson
- Avoidance of missing the same lesson all year due to medical routines
- Awareness of a child's discomfort which may affect learning
- Implications for PE e.g. discreet clothing, additional time for changing
- Strategies for dealing with pressure from peers, e.g. teasing/bullying particularly if the child has an odour

## **Period Dignity**

Mrs Goan oversees period dignity in school. She holds supplies and the girls can come to her or indeed any adult at any time. Period products are placed in the Year6/7 class toilets.

## **Links with other agencies**

Positive links with other agencies will enable school based plans to take account of the knowledge, skills and expertise of other professionals and will ensure the child's well-being and development remains paramount.

## **Pupil Voice**

It may be possible to determine a child's wishes by observation of reactions to the intimate care. Where there is any doubt that a child is able to make an informed choice on these issues, the child's parents/carers are usually in the best position to act as advocates. It is the responsibility of all staff caring for a child to ensure they are aware of the child's method and level of communication. Communication methods may include words, signs, symbols, body movements and eye pointing. To ensure effective communication with the child, staff will ascertain the agreed method of communication.

## **Staff Professional Development**

- All staff will receive Safeguarding/Child Protection training as part of Whole School Training.
- Staff will fully understand the intimate care policy and guidelines within the context of their work.
- Newly appointed staff will be closely supervised until completion of a successful probationary period.
- The school will keep a dated record of all Child Protection training undertaken.
- Ensure staff understand the needs of refugee children, asylum seekers and children from different racial and cultural backgrounds and specialist advice is sought when necessary

In addition, identified staff members should be able to;

- Access other procedures and policies regarding the welfare of the child e.g. Child Protection Policy

- Communicate with and involve the child in the intimate care process
- Offer choices, wherever possible
- Develop, where possible, greater independence with the procedure of intimate care

## **The Protection of Children**

The School's Child Protection/Safeguarding Policy will be adhered to. If a member of staff has any concerns about changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the Designated Teacher for child protection. Further advice will be sought from outside agencies if necessary. If a child makes an allegation against a member of staff, all necessary procedures will be followed.

## **Vulnerability to abuse**

Children should be encouraged to recognise and challenge inappropriate assistance and behaviour that erodes their dignity and self-worth. It is essential that all staff are familiar with the school's Child Protection policy and procedures.

The following are factors that can increase a child's vulnerability;

- Children who need help with intimate care are statistically more vulnerable to exploitation and abuse
- Children with disabilities may have less control over their lives than others
- Children may experience multiple carers
- Children may not be able to distinguish between intimate care and abuse
- Children may not be able to communicate

If a child is hurt accidentally he or she should be immediately reassured and the adult should check that he or she is safe and the incident reported immediately to the Principal.

## **Relevant Policies**

These guidelines should be read in conjunction with other School policies:

- Child Protection/Safeguarding Policy
- Health & Safety Policy
- The Administration of Medicines in Schools
- Staff Code of Conduct
- Anti-bullying policy

**Appendixes**

Appendix 1 Record of Agencies involved

Appendix 2 Record of Intimate Care Intervention

Appendix 3 Agreement Between Child and Personal Assistant

Appendix 4 Permission for Schools to Provide Intimate Care

Appendix 5 Intimate/Personal Care Plan

Signed:

\_\_\_\_\_

(Chair of Governors)

\_\_\_\_\_

(Principal)

**APPENDIX 1**

**RECORD OF AGENCIES INVOLVED**

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

GP: \_\_\_\_\_

School Nurse/  
Health visitor: \_\_\_\_\_

Continence Advisor: \_\_\_\_\_

Physiotherapist: \_\_\_\_\_

Occupational Therapist: \_\_\_\_\_

Hospital Consultant: \_\_\_\_\_

Physical/Sensory Service: \_\_\_\_\_

Social Worker: \_\_\_\_\_

Others: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## APPENDIX 2

### RECORD OF INTIMATE CARE INTERVENTION

Date		Time		Child's Name			Name of Parent Contacted		Tel. No.		Time	
Staff Name & Signature							2nd Signature					
Child Collected by										Time		
<p> <input type="checkbox"/> Wet  <input type="checkbox"/> Soiled  <input type="checkbox"/> Sickness  <input type="checkbox"/> Other  <input type="checkbox"/> Wet Wipe Clean  <input type="checkbox"/> Change of Clothing  <input type="checkbox"/> No Change Required  <input type="checkbox"/> Not necessary to contact Parent.  <input type="checkbox"/> Parent contacted  <input type="checkbox"/> Unable to contact Parent.  <input type="checkbox"/> The child was collected from school.         </p>												
<p>  <span style="float: right;"> <b>Killen Primary School</b>  <b>Tel: 02881 671198</b>  <b>000061</b> </span> </p>												
<p>Comments Box</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>												

## APPENDIX 3

### AGREEMENT BETWEEN CHILD AND PERSONAL ASSISTANT

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Personal Assistant's Name: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_

#### **Personal Assistant**

As the Personal Assistant helping you in the toilet you can expect me to do the following:

- When I am the identified person I will stop what I am doing to help you
- I will avoid all unnecessary delays
- I will treat you with respect and ensure privacy and dignity at all times
- I will ask permission before touching you or your clothing
- I will check that you are as comfortable as possible, both physically and emotionally
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you
- I will look and listen carefully if there is something you would like to change about your Toilet Management Plan.

#### **Child**

As the child who requires help in the toilet you can expect me to do the following:

- I will try, whenever possible to let you know a few minutes in advance, that I am going to need the toilet so that you can make yourself available and be prepared to help me
- I will try to use the toilet at break time or at the agreed times
- I will tell you if I want you to stay in the room or stay with me in the toilet.
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change

• We will review this agreement on: \_\_\_\_\_

• Child (if appropriate): \_\_\_\_\_

• Parent/Carer: \_\_\_\_\_

• Personal Assistant: \_\_\_\_\_

## APPENDIX 4

### PERMISSION FOR KILLEN PRIMARY SCHOOL TO PROVIDE INTIMATE CARE

From time to time, children will have toileting accidents. It is our policy to deal with these incidents immediately

In order to make your child comfortable and save embarrassment. We need your consent, however, to change your child should an accident occur.

Please complete and return this form to the school

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

Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

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

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Male/Female: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. Number(s): \_\_\_\_\_

Your consent will be valid for the duration of the child in Primary School

**Appendix 5.**

**KILLEN PRIMARY SCHOOL  
Intimate/Personal Care Plan**

<b>Child's Name</b>	<b>Date:</b>
<b>Main areas of need:</b>  • • •	
<b>Toileting plan:</b>	
<b>Dressing/undressing plan:</b>	
<b>Medical plan:</b>	
<b>This plan was written by</b> _____ <b>on</b> _____ <b>Agreed with parents/carers on</b> _____ <b>Child's views were sought for this plan on</b> _____ <b>(if not, why not)</b> <b>Signed</b> ..... <b>Date</b> .....	

