

# Introduction

This document outlines the approach to Intimate Care in Dromintee Primary School. The Intimate Care Policy and Guidelines Regarding Children have been developed to safeguard children and staff. They apply to everyone involved in 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.

## 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 child).

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing
- Dressing/undressing
- Toileting
- Menstrual Care

## Principles of Intimate Care

The following are the fundamental Principles of Intimate Care 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 on 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 as consistent as possible.

## Supervision of a child involved in intimate self-care

Parents/carers have a responsibility to advise staff of the intimate care needs of their child and will be asked to sign a permission slip for an assistant to help in the intimate care of their child. Parents/carers will be contacted first and asked to come to school to assist their child. If a parent is non-contactable then the assistant appointed will be allowed to supervise and carry out the care needed. A record of the care given will be recorded in the Class Incident Folder and the parent/carer informed.

If at any stage a child appears distressed or uncomfortable when personal care tasks are being carried out, the care will stop immediately and parents/carers will be contacted or notified.

## Record Keeping and Communication

All staff undertaking the intimate care of children will be familiar with the Intimate Care Policy and procedures relating to the Child Protection Policy. **Staff should not undertake any aspect of intimate care that has not been agreed.**

The school will record all intimate care arrangements and these will be signed and dated to parents/carers. All intimate care records will be kept in the Class incident book. Confidentiality and privacy will be adhered at all times.

When a child requires intimate care the task will be carried out by an assistant or when required two assistants. The school will set in place effective communication between parents/carers to ensure practice is consistent.

At all times the intimate care details and care undertaken will be monitored by the Designated Teacher and Principal.

**Our school recognises that all children have the right to be safe and to be treated with dignity and respect. Any concerns regarding child protection issues will be reported as detailed in the Child Protection Policy.**

## Related School Policies

Child Protection Policy

Code of Conduct

Pastoral Care Policy

Health and Safety Policy

## Toileting

In the event of a child having a wet/ soiled uniform decide on course of action.

Option 1 Inform parent/carer and make appropriate arrangements

Option 2 Use spare uniform. Encourage independence where possible.

In the event of the child needing intimate care/cleaning ensure 2 adults are present.

Record incident in Class Incident book. Send pro-forma notice home to parents/carers.

Emotional state of child is paramount.