

Kilbride Central Primary School

**K.C.P.S.**  

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**KILBRIDE CENTRAL**  
**Primary School**

Intimate Care Policy  
(and Guidelines)

Reviewed June 2019

**March 2017**

## **1.0 Introduction**

The Intimate Care Policy and Guidelines Regarding Children have been developed to safeguard the children and staff of Kilbride Central Primary School. 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 individual needs.

The **Intimate Care Policy and Guidelines** should be read in conjunction with other policies within the Safeguarding Portfolio namely (but not exclusively) Child Protection, Pastoral Care and Health and Safety.

This Policy has been developed to safeguard children and staff in conjunction with the Area Child Protection Committee's Regional Policy and Procedures April 2005. They apply to everyone involved in the intimate care of children in our school.

### **The purpose of this policy is:**

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children

## **2.0 Definition**

Intimate care may be defined as any activity required to meet the personal care of each 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 the children and parents.

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing / undressing
- Toileting
- Menstrual care
- Photographs
- Treatments
- Supervision of a child involved in intimate self-care

Providing comfort or support for a distressed pupil and assisting a pupil requiring medical care, who is not able to carry this out unaided are also considered as intimate care.

### **3.0 Principles of Intimate Care**

The following are the fundamental principles 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 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,
- Every child has the right to have levels of intimate care that are consistent as possible.

## 4.0 Responsibilities

All staff working with children must be vetted. This includes students on work placement and volunteers. Vetting includes:

- Access NI checks,
- Pre-employment checks,
- Two independent references.

### **Only named staff identified by the school should undertake intimate care of children.**

- The **Principal and Senior Staff** must ensure that all staff undertaking the intimate care of children are familiar with, and understand Kilbride Central Primary School's Intimate Care Policy
- All staff must be **trained in the specific types of intimate care** (i.e SEN requirements) that they carry out and fully understand the Intimate Care Policy within the context of their work.
- Intimate Care arrangements must be **agreed by the school, parents / carers and the child** (if age appropriate).
- Intimate care arrangements must be **recorded in the Intimate Care File** (retained in the Safeguarding Drawer in the Principal's office) and consent forms signed by the parents / carers and child (if age appropriate).
- Staff should **not undertake any aspect of intimate care that has not been agreed** between the school, the parents / carers and child (if age appropriate).
- Intimate care arrangements should be **reviewed regularly**. The views of all relevant parties, including the child (if age appropriate), should be sought and considered to inform future ongoing arrangements.
- If a staff member has concerns about a colleague's intimate care practice they must **report this to Designated Teacher** or a member of the school's Safeguarding Team.

## 5.0 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 the children and staff of Kilbride Central Primary School.

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.

Staff also 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 from our community.

#### **i      Involve the child in their intimate care**

Try and 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.

#### **ii     Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation;**

A lot of care is often 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 simply prefers two persons.

#### **iii    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 ensures practice is consistent.

#### **iv     Be aware of your own limitations**

Only carry out care activities that you understand and feel competent and confident to carry out. If in doubt ASK. Some procedures must only be carried out by staff that have been formally trained and assessed.

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

Confident, self-assured children who feel their body belongs to them are less vulnerable to abuse. Your attitude to a child's intimate care is important for that child's sense of worth.

## **vi If you have any concerns you must report them**

If you observe any unusual markings, discolourations or swelling report these immediately to the Designated Teacher or a member of our school's Safeguarding Team.

If during the Intimate Care of a child you accidentally hurt them, reassure the child, ensure their safety and report the incident immediately to the Designated Teacher or a member of our school's Safeguarding Team.

Report and record any unusual emotional or behavioural response by the child in your care.

A written record of concerns must be made and kept in the Intimate Care File.

It is important to follow Kilbride Central Primary School's recording guidelines.

Parents / carers must be informed about concerns.

## **6.0 Wetting Incident**

- The CA will inform the teacher that a toileting incident has occurred and a change is required.
- The child is given a change of underwear and bottoms / joggers.
- Children will change in the toilet cubicle by themselves. CA waits outside the cubicle.
- If the child requests help the CA will give simple directions and instructions with another adult present.
- Wet items will be sent home in a plastic bag discreetly.
- A note will be sent home to inform the child's parents.

## **7.0 Soiling Incident**

- CA will phone home immediately,
- If no-one is contactable or available to attend school the child will be assisted in cleaning and changing by two adults. (One outside the cubicle and one inside the toilet door to keep other children out and ensure discretion.)
- If the pupil is agreeable, the change should take place in the staff toilet to increase privacy.

**APPENDIX 2**

**CONFIDENTIAL**

**Intimate Care Record**

Name of pupil:
Year Group:
Date, time of incident:
Where did the incident occur?
Why did the incident happen?
If the pupil involved had an injury, give details:
Have the parents been informed? YES / NO      How? _____

Name of staff member making the report: \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Designated Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX 1**

**Parental permission for Intimate Care**

Should it be necessary, I give permission for \_\_\_\_\_  
to receive intimate care (e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be  
independent.

I understand that I will be informed discretely should the occasion arise.

Signed: \_\_\_\_\_

Adult with parental responsibility for: \_\_\_\_\_

Signature of Class Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of one to one Assistant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Class assigned Assistant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Designated Teacher: \_\_\_\_\_ Date: \_\_\_\_\_



Appendix 3

**CONFIDENTIAL**

Record of Intimate Care

Pupil name \_\_\_\_\_ Year Group \_\_\_\_\_

Date	Time	Comments	Staff involved	Signature

Signature of Designated Teacher: \_\_\_\_\_ Date: \_\_\_\_\_