

Hazelbank Primary School



Intimate Care Policy

June 2025

Introduction

This Intimate Care Policy is part of our Child Protection and Safeguarding documents. The guidelines regarding children have been developed to safeguard children and staff. They apply to everyone in regard to the intimate care of children in Hazelbank Primary school. Hazelbank Primary School is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. 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 or pain, and staff must be sensitive to each child's individual needs.

Principles of Intimate Care

The following are the fundamental principles upon which our policy and guidelines are based:

Every child has the right to

- be safe.
- personal privacy.
- be valued as an individual.
- be treated with dignity and respect.
- be involved and consulted in his/her own intimate care to the best of his/her ability.
- express his/her views on his/her own intimate care and to have such views taken into account.
- have levels of intimate care that are appropriate and consistent.

Definition

Intimate Care may be defined as any activity required to meet the personal care needs of each individual child (in partnership with the parent/guardian and the child.)

Intimate Care can include:

- Assisting a child to change his/her clothes.
- Changing or washing a child who has soiled him/herself.
- Assisting with toileting issues.
- Supervising a child involved in intimate self-care.
- Providing first aid assistance.
- Providing comfort to an upset or distressed child.
- Feeding a child.
- Providing oral care to a child.
- Providing menstrual care.
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided (only a person suitably trained should undertake the procedure).

Roles and Responsibilities

- All members of staff working with children are vetted by the Education Authority (Access NI).
- All staff must be aware of and understand the Intimate Care Policy and guidelines within the context of their work
- Only nominated members of staff should undertake the intimate care of children. This information will be recorded on the proforma and kept under review.
- Intimate care arrangements are agreed between the school and the parents and when appropriate and possible, by the child. Consent forms are signed by the parent and stored in the child's file.
- Any intimate care needs e.g., washing/changing a child should be recorded by the teacher/ Classroom assistant.
- The practice of providing one to one intimate care is supported at Hazelbank Primary School. However, it is recommended that two adults should be present if possible.
- All children have the right to dignity and privacy. If the child appears distressed or uncomfortable when personal tasks are being carried out, reassurance should be provided, and the parent/carer should be contacted

Only in an emergency would staff undertake any aspect of intimate care that had not been agreed by parents and school. Parents would then be contacted immediately.

The views of all relevant parties should be sought and considered to inform future arrangements.

If a staff member has concerns about a colleague's intimate care practice, he or she must report this to the Designated Teacher, Mrs J Scott or the Deputy Designated Teacher, Mrs B Gray

Guidelines for Good Practice

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 whenever possible.

Adhering to the following guidelines of good practice should safeguard both children and staff.

- Involve the child in the intimate care.
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
- Make eye contact at the child's level
- Use simple language and repeat if necessary.
- If you have any concerns, you must report them. If you observe any unusual markings, discolouring or swelling, report it immediately to the Designated Teacher/Deputy Designated Teacher for Child Protection (Mrs J Scott/Mrs B Gray).

Be aware of your own limitations. Only carry out activities you understand and feel competent with. If in doubt, **ASK**

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure his/her safety, and report the incident immediately to the Designated Teacher/Deputy Designated Teacher. Report and record any unusual emotional or behavioural response by the child. A written record of concern must be made available to parents and kept in the child's personal file.

INTIMATE CARE CODE OF CONDUCT

In order to safeguard the child, the following Code of Conduct will be adhered to at all times in Hazelbank Primary School:

- The teacher/CA reassures the child to minimise any distress.
- Children will be encouraged to adjust clothing etc by themselves when using the toilet.
- Children who wet their clothes after a toileting accident will be given clean replacements and, depending on the child's level of independence, will be encouraged to change themselves in the privacy of a cubicle in the toilet area.
- If a child requires assistance to change, the member of staff will if possible be accompanied by a second member of staff. If not possible, the adult supporting the child will inform another member of staff as to their whereabouts and the need to assist a pupil.
- If children vomit or soil themselves, their "priority" contacts will be telephoned in the order given, to request that they are changed by a parent or another adult who has the parents' consent to clean and change the child.
- In all toileting accidents, the child's parent/s will be informed by the class teacher, the classroom assistant or school secretary. School will keep a written record of the incident(s) on the official Intimate Care Record form. School will use children's initials to provide anonymity.
- The Building Supervisor will only enter the toilet areas after first ensuring that there are no pupils present.
- Wet/dirty clothes are put in a bag to be sent home and note written/message sent to the parents explaining what has happened

COMMUNICATION WITH CHILDREN

- 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, e.g. words, signs, symbols, body movements, eye pointing.
- To ensure effective communication, staff will make eye contact at the child's level, use simple language and repeat if necessary, wait for response, continue to explain to the child what is

happening even if there is no response, and treat the child as an individual with dignity and respect.

Providing Comfort / Support to a Child

There may be situations and circumstances where a child will seek physical comfort from a member of staff (particularly children in Foundation Stage). Where this happens, the member of staff needs to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time that the act could be considered as intimate. If physical contact is deemed to be appropriate, staff must provide care, which is professionally appropriate to the age of context.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way, which communicates that the touch, rather than the child, is unacceptable. If a child touches a member of staff, as noted above, this should be discussed in confidence with the Designated Teacher, Mrs J Scott or the Deputy Designated Teacher, Miss C Montgomery.

Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

Our Administration of Medications Policy outlines arrangements for the management of the majority of medications in school. Parental permission must be given before any medication is dispensed in school.

The permissions form is available from the school office and also from the school website. It is possible that some children will have significant medical needs and in addition to the arrangements included in our Administration of Medications Policy, these pupils will have an Individual Care Plan. This Care Plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

NOTES:

- If any adult is concerned about a child – they must speak to the Designated Teacher, ie regarding concerning comments from, or physical marks on, a child.
- The Intimate Care Forms will be regularly reviewed to identify if there are frequent situations in relation to a child or if there are frequent situations happening in a certain part of the room, etc.

Approval of the Intimate Care Policy

Approved by Board of Governors

Chairperson: _____

Date: _____

Principal: _____

Date: _____

Date of Next Review: **October 2027**

Reviewed by Staff

Date: _____



HAZELBANK PRIMARY SCHOOL

Parental Notification of Intimate Care

Appendix 1

Dear Parent/Guardian

I wish to inform you that your child _____

a. Had a toileting accident

b. Had a play accident

c. Fell outside

d. Other

_____ (name of staff member)

helped your child to change his/her clothing.

Signed: _____ (member of staff)

Date: _____

Appendix 2



Dear Parents

Please review the intimate care policy on the school website and complete the form below to indicate your wishes with regards to your child in the event of intimate care being required.



HAZELBANK PRIMARY SCHOOL

Parental Permission for Intimate Care

I have reviewed the Intimate Care Policy

Should it be necessary, I give permission for _____ (name of child) 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: _____ (Parent/Guardian)

Date: _____



HAZELBANK PRIMARY SCHOOL
School Record of Intimate Care

