

St. Ronan's Primary School
Intimate Care Policy
2017

St. Ronan's PS (Newry)



Intimate Care Policy

March 2017

Principal: Mr. K. Donaghy (B.Sc(Hons), P.G.C.E, M.Ed)

Phone Number: (028) 3026 4996

Twitter: [@stronansps](#)

Email: info@stronans.newry.ni.sch.uk

Website: www.stronansnewry.com

Mission Statement

We the Governors and Staff of St Ronan's believe the school to be a vital part of the Catholic Community. We are firmly committed to:

- the aims of Catholic Education
- providing a broad and balanced curriculum to ensure that our children develop their full potential
- developing positive relationships within our school and with our parents and the wider parish community
- creating a welcoming educational community centred on Christ so that His values and Gospel message pervade the whole life of our school
- establishing a caring Catholic ethos with a positive pastoral care system
- fostering within our children the ideals of tolerance of, respect and understanding for different faiths and cultures

Our School Values:

- Happiness and enjoyment
- Effort, attitude and perseverance
- Team, school and community spirit
- Honesty, fairness and trustworthiness
- Respect and tolerance
- Politeness, kindness and caring
- High standards of behaviour
- Partnership

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School Ethos

St Ronan's Primary School sets out to create a caring and supportive environment, where all children can develop intellectually, emotionally, physically, socially, morally and spiritually.

In addition, the delivery of the curriculum is designed to develop interest and motivation in children using enthusiastic teaching and interesting and relevant learning activities.

- Children are encouraged to achieve high standards and are given as much help as they may need in order to achieve success.
- There are many extra curricular activities that encourage co-operation and discipline through team games. Children are further encouraged through a variety of musical/dramatic productions to develop self-discipline.
- Within this context there is a code of discipline that is consistently enforced to ensure that the education of children take place in an orderly and caring environment.
- Through continual monitoring of individual children's achievements, class teachers provide work pitched at a level that challenges each child yet does not frustrate.
- Good relationships within the School are vital. The staff set an example by working well together with a harmony of purpose and providing an interesting and caring environment within their classrooms.
- As part of the pastoral dimension of the School, children are taught how to care for others, to respect other people's points of view and to respect property. Children are encouraged to contribute to charity and to help people who are less fortunate than themselves.

We are a catholic maintained co- educational school seeking to promote throughout the school community an ethos, which reflects the Christian teaching and values.

We see the school as part of the wider community, responsible to it and providing an important community service. We take seriously our links with the community and encourage the involvement and interests of parents and others in the welfare of individual children and the school as a whole.

We seek to provide an excellent educational service - one that is planned and developed to the highest professional standards so that each pupil may benefit to the full.

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Introduction

The School staff, aim to safeguard the welfare of each child in their care. They will support and encourage each child to become more independent in personal care, however, we recognise that some children may need assistance with changing and toileting from time to time.

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

Intimate Care

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Principles of intimate care:

- 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 in and consulted about 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 those views taken into account
- Every child has the right to have levels of intimate care that are as consistent as possible

(Ref. Southern Area Child Protection Committee Intimate Care Policy and Guidelines Regarding Children)

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Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

Intimate care can also include:

- Feeding
- Oral cleaning
- Washing
- Dressing
- Toileting
- Menstrual Care

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff (particularly children in P1). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

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.

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Medical procedures (See Policy on Medicines)

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name Written instructions provided by parents or doctor
Prescribed dose Expiry date
- Particular attention should be paid to the safe storage, handling and disposal of medicines.
- The Head Teacher has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). School staff are also responsible for making sure that anyone in school is safe. Medicines should generally be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available.

Toileting

All pupils need to be toilet trained before attending School. Children are required to look after their own toileting needs. If a child has a minor toileting accident, the staff may assist and guide the child in changing, however if a child has a soiling accident parents may be contacted and asked to come to the School.

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Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in the School may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

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Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff are Access NI checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. Access NI's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school.

All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction.

It is not appropriate for volunteers to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

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With these principles in mind the following intimate care procedures will be followed by the School:

- When a child needs a change of clothes, they will be taken discreetly to the toilet area and he/she will be encouraged to change him/herself where possible.
- Staff will contact parents/carers if the child is unable or unwilling to change his/her clothes
- If parents /carers are unavailable staff will undertake these duties. Children will be talked through the procedure and encouraged to be as independent as possible.
- At no time will the child be left on their own
- Members of staff will remain in full view of others whilst dealing with the changing
- Students will NOT be left in charge of changing a child but may assist a member of staff
- All changes will be detailed in the Record book for Intimate Care (Child Protection Primary) and parents will be immediately informed
- If, during the intimate care procedure, staff notice any unusual markings, bruising, discolouration, swelling etc., these must and will be notified to the class teacher and the Designated teacher for Child Protection or other member of the safe guarding team
- Confidentiality and privacy will be adhered to at all times

Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to his/her Principal or in their absence the designated teacher.

Monitoring and review

The governors monitor the implementation of this policy in order to ensure that all incidents are handled sensitively and properly.

Governors take into account any local or national decisions that affect the Intimate Care, and make any modifications necessary to this policy. This policy is made available to all parents, so that they can be properly informed about the Intimate Care process.

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Permission form for the Provision of Care

If a child wets or soils themselves while they are at P1 it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible.

Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Please fill out the permission slip below stating your preference. Yours sincerely
Mr K Donaghy
Head Teacher

Name of Child.....Class.....

Please delete as appropriate

*I give consent for my child to be changed and cleaned by Early Years' staff if they wet/soil themselves while in the care of St Ronan's Primary School

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Carer..... Date.....