



Ballymoney Model Integrated Primary School

Learning Together

Intimate Care Policy



Date

October 2024

Date of Next Review

As required

This policy represents the agreed principles for 'intimate care' throughout the school.

Please note that parents/carers will be notified at the earliest opportunity if their child has had a toileting incident. It is the responsibility of parents/carers to ensure that the school has up to date contact details. If a parent/carer cannot be contacted, the people noted on the contact list on the Data Collection Form will be telephoned in the order that their names appear on the list.

United Nations Convention on the Rights of the Child

Article 3:

The best interests of the child must be a top priority in all actions concerning the child.

Introduction

The purpose of this policy is:

- to safeguard the rights and promote the best interests of pupils.
- to ensure pupils are treated with sensitivity and respect.
- to safeguard adults required to provide assistance in sensitive situations.
- to raise awareness and provide a clear procedure for intimate care.
- to inform parents/carers how intimate care is administered.
- to ensure parents/carers are consulted regarding the intimate care of their children.

Principles

It is essential that every pupil is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the pupil 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 pupil's position. Given the right approach, intimate care can provide opportunities to teach pupils about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents/Carers and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young person's right to privacy and dignity is always maintained.

Definition

Intimate care is one of the following:

- supporting a pupil with changing/dressing/undressing (for example, pupil has fallen, and parts of their uniform are wet/dirty or a pupil may need assistance with changing their uniform for PE)
- 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

Supporting Changing/Dressing/Undressing

The school considers that helping a pupil with an outer layer of clothing (e.g. a jumper or coat) is not an intimate act and therefore acceptable.

Sometimes it will be necessary for staff to aid a pupil changing, dressing or undressing (particularly pupils in the Foundation Stage - Year 1 and Year 2) due to an accident, soiling themselves or due to a medical condition. Staff will always encourage a pupil to attempt changing, undressing and dressing unaided.

If staff are concerned in any way parents/carers will be consulted or sent for and asked to assist their child.

Staff will always ensure that they have a colleague in attendance when supporting changing/dressing/undressing and will always give the pupil the opportunity to change in private when changing underwear, unless the pupil requests assistance or is in such distress that it is not possible to do so.

Providing Comfort or Support

Pupils may seek physical comfort from staff (particularly pupils in the Foundation Stage – Year 1 and Year 2). Where pupils require physical support, staff need to be aware that physical contact must be kept to a minimum. When comforting a pupil or giving reassurance, the member of staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age and situation of the pupil. If a pupil touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way that communicates that the touch, rather than the pupil, is unacceptable.

If a pupil requires physical comfort from a member of staff, this should always be in the presence of another member of staff or adult.

Medical Care

Pupils requiring short term and long term medical care involving intimate care, will receive this care in line with the pupil's 'Care Plan'. The content of any 'Care Plan' will be discussed with the relevant medical body.

Parents/Carers as a first option will be asked to provide medical procedures that involve intimate care unless other provision is made available by the EA. If this is not possible, the school will seek the necessary advice from the EA and/or medical professionals.

Soiling

Please note that parents/carers will be notified at the earliest opportunity if their child has a soiling incident. The school will contact the parents/carers or other emergency contact giving specific details about the necessity for cleaning the child.

Staff will use a common-sense approach when tending to a pupil who has soiled themselves during the school day.

If a pupil's underwear requires changing due to a soiling incident, the pupil will be asked to do this in private and if possible carry out the act themselves.

If a pupil has a medical condition which is likely to lead to soiling, the school will organise a meeting with the parent/carer to discuss how best to manage the pupil's medical condition with the resources that the school has available.

The school will contact the parent/carer or other emergency contact giving specific details about the necessity for cleaning the pupil. If a parent/carer or emergency contact can attend, the pupil will be comforted and kept away from other pupils to preserve dignity until the parent/carer arrives.

A pupil will not be left on their own whilst waiting for a parent/carer to arrive. An adult will stay with them, giving comfort and reassurance. The pupil will always be dressed and never left partially clothed. Hopefully a parent/carer or emergency contact will be able to attend, but if not the school will assess to see if it is possible to change the pupil. If this is possible, the school will seek verbal consent from a parent/carer for staff to clean and change the child if appropriate. If it is not possible for the school to change the pupil the school will inform the parent/carer of this.

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

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

- appropriate PPE is worn.
- the procedure is discussed in a friendly and reassuring way with the pupil throughout the process.
- the pupil is encouraged to care for him/herself as far as possible.
- physical contact by staff is kept to a minimum when carrying out the necessary cleaning.
- privacy is given appropriate to the pupil's age and the situation.

All staff must be familiar with normal precautions for avoiding infection, following basic hygiene procedures and have access to protective, disposable gloves. Disposable gloves are available in every classroom, medical room and staff room.

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.
- all intimate procedures should be carried out in the presence of two members of staff.
- allow the pupil a choice in the sequence of care.
- be aware of and responsive to the pupil's reactions.
- a record of the incident should be recorded and filed in the school's Intimate Care Records (both members of staff should sign the form).

Safeguards for Pupils

All staff and volunteers in Ballymoney Model Integrated Primary School must gain Access NI clearance before working in the school. A pupil's rights to privacy will always be respected when dealing with intimate care issues.

Review

This policy has been approved by the Board of Governors and will be reviewed regularly or as relevant guidance (including Child Protection) dictates to ensure that it is fit for purpose.

Please note

In relation to a soiling incident if parents/carers do not wish for their child to be treated as outlined within this policy, we ask that they note this in writing for the attention of the school principal.

The policy will be shared annually with parents/carers on the school app.

October 2024



EDUCATION AUTHORITY – NORTH EASTERN REGION

Ballymoney Model Integrated Primary School

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Email: jjamison554@c2kni.net

Principal: Mrs J Jamison B Ed(Hons) PQH(NI)

Change of Clothes Record

(carried out by two adults one of whom is a teacher)

To be completed each time a pupil requires a change due to an incident of wetting and/or soiling themselves or being physically sick.

Date	
Time	
Pupil's Name – Initial and Surname	
Year – Class	
Reason for change	
Action taken	

Notes: Any concerns must be passed on to the Designated Teacher.
This procedure/recording process will be regularly reviewed.

	Print Name	Signature	Designation
Adults Present	1.		
	2.		

All Confidential Intimate Care Records to be collated by Designated Teacher