Campbell College
Junior School & Kindergarten

Intimate Care Policy

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Intimate Care Policy

Campbell College Junior School & Kindergarten

Introduction

Our Intimate Care Policy follows the guidelines distributed by the Child Protection Committees (CPSS) and the Education Authority. It should be read in conjunction with all of our Pastoral Care policies.

It has been developed to:

- Safeguard the dignity, rights and well-being of our pupils.
- Provide guidance, support and protection to staff.
- Reassure parents that their children are well cared for and protected.

We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner and be sensitive to each individual child's needs. They will do so in a way that ensures that the rights, dignity and welfare of the child are protected.

Definition

Intimate care may be defined as:

any activity required to meet the personal care needs of each individual child.

Intimate care can include:

- Feeding
- Oral Care
- Washing
- Dressing/Undressing
- Toileting
- Specialist medical treatments (such as enemas, suppositories, enteral feeds)
- Catheter and stoma care
- Supervision of a child involved in intimate care

Principles of Intimate Care

The following are the fundamental principles upon which our Policy and Guidelines are based, with the child's welfare and dignity being of paramount importance and his/her right to privacy being respected.

Every child has the right to:

- feel safe;
- personal privacy;
- be valued as an individual;
- treated with dignity and respect;
- be involved and consulted in their own intimate care, to the best of their abilities;
- express their views on their own intimate care and to have such views taken into account;
- have levels of intimate care that are consistent as possible.

The children will be taught intimate safety skills, carefully matched to their level of development and understanding. They should be encouraged to work towards achieving independence, and helped to do as much as possible for him/herself.

Responsibility of Parents

Parents have a responsibility to advise staff of any known intimate care needs relating to their child.

Upon enrolling their children, Junior School & Kindergarten parents will receive a copy of our Intimate Care Policy and be asked to give their consent, via *ParentMail Forms*, should the need arise to provide intimate care. This database of parental permissions will be held on file by staff, for reference purposes.

It is understood that intimate care cannot be given unless permission has been given by his/her parents. Should a child for whom parental consent has not been received require intimate care, their parents should be informed as soon as possible, via telephone.

Effective communication between home and school will ensure that a consistent approach to intimate care is consistent across multiple carers, and that the child and parent's preferences are accommodated. Intimate care arrangements which are put in place at school must be agreed by parents and child.

Responsibility of Staff

Staff have a responsibility to work in partnership with children and parents. They will be trained in the specific types of intimate care that they carry out and fully understand our Intimate Care Policy and guidelines within the context of their work.

We are committed to ensuring they undertake their responsibilities in such a way that the rights, personal dignity and welfare of the children are protected. They will undertake to help children do as much as possible for themselves and develop each child's ability to achieve independence. Every effort will be made to ensure privacy appropriate to the child's age and situation.

They will be supported by policy, training and monitoring.

Communication with Children

It is the responsibility of the staff caring for a child to ensure that they are aware of the child's method and level of communication.

To ensure effective communication:

- Ascertain how the child communicates
- Make eye contact at the child's level.
- Use simple language and repeat if necessary.
- Wait for a response.
- Continue to explain to the child what is happening even if there is no response.
- Treat the child as an individual with dignity and respect.

Child Protection Procedures

All staff working with pupils must be vetted, in line with the College's Child Protection procedures. Students and volunteers will not be permitted to undertake the intimate care of pupils.

Junior School & Kindergarten staff will receive regular Children Protection training, and Child Protection procedures will be adhered to at all times. Staff will be made aware that some adults may use intimate care as an opportunity to abuse children, and that some forms of assistance can be open to misinterpretation. Adhering to the guidelines in this policy should safeguard pupils and staff.

Reporting Concerns

If a member of staff has any concerns of a Child Protection nature, they must report them immediately to the Designated Teacher. For example, if they observe an unusual marking, discolouration or swelling.

Should a child be accidentally hurt during intimate care, or misunderstands or misinterprets something, staff should reassure the child, ensure their safety and report the incident immediately to the Designated Teacher. Any unusual emotional or behavioural responses by the child must also be reported and recorded according to our Child Protection procedures.

If a staff member has concerns about a colleague's intimate care practice, they must report this to the Designated Teacher or Head of Junior School.

Record Keeping

Intimate care arrangements must be recorded and consent forms signed by the parents/guardians. Staff should not undertake any form of intimate care that is not agreed with the parents/guardians.

If intimate care is provided, an incident form will be completed (Appendix: 3) and records kept in the Intimate Care file located in the office. At the same time, the parents/guardians will be informed of all action taken, by both telephone and in writing.

Procedures for Intimate Care:

1. Only children whose parents have given permission for intimate care may receive it, unless an emergency situation presents. The parent of those for whom parental consent has not been received should, as soon as possible, be informed about what has happened by telephone.

2. Parents of pupils in Kindergarten and the Foundation Stage will be asked to supply a change of underwear in a labelled plastic bag at the start of each school year, in case of toilet emergencies.

3. Make sure practice in intimate care is consistent. As a children may have multiple carers, a consistent approach is essential. Effective communication between all parties ensures that practice is consistent at home and at school.

4. Be aware of your own limitations. Some procedures, in support of children's additional needs, must only be carried out by members of staff who have been formally trained and assessed.

5. Alert another member of staff, prior to starting to change the child, to ensure that there is openness and shared information about what help was given.

6. To provide visual access, the bathroom and toilet doors should remain open at all times.

7. Involve the child in the intimate care; talk about what is going to be done and given them choices, where possible.

8. Ensure privacy appropriate to the child's age and situation.

9. If a child needs to be cleaned and changed after a wetting/soiling/vomiting incident, make sure that:
   - Protective, disposable gloves are worn.
   - The procedure is discussed with the child in a friendly and reassuring way throughout the process.
   - The child is encouraged to care for him/herself as far as possible (eg: removing own clothing). However, if they need help and are willing to receive it, assistance can be given.
   - The appropriate level of caring support is provided, whilst minimising as far as possible the level of physical contact with the child in his/her intimate body regions.
   - Any spills of vomit, blood or excrement are wiped up and disposed of appropriately.
   - Where necessary, give the child a baby wipe to freshen themselves.
   - Encourage the child to dress themselves, assisting when necessary and if they are willing.
   - Seal any wet/soiled clothing in a plastic bag, unwashed, and send it home with the child.
   - Record action taken on the Intimate Care Record (Appendix 3) and keep it in the child's file.
   - Inform parents verbally at the earliest opportunity and send a written note (Appendix 2) that day.

10. A child asking for help in the toilet should be encouraged and directed how to clean themselves, where possible. When intervention is necessary, another member of staff should be alerted.

11. In the event of recurring incidents and/or problems, staff will discuss with parents any action needed.

12. Promote positive self-esteem and body image. Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.

13. If you have any concerns of a Child Protection nature (eg: if you observe marks, bruises, soreness, discolouration or swelling), you must report them immediately to the Designated Teacher and procedures will be followed, in line with our Safeguarding & Child Protection Policy.

    If a child is accidentally hurt during the intimate care, or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the Designated Teacher.

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

    A written record of concerns must be made and kept in the child's personal file.

Pupils with Specific Needs

Children with additional needs can be especially vulnerable. More specialised intimate assistance may be needed for those with physical or medical difficulties (eg: enteral feeding and rectal diazepam). Such procedures must only be carried out by members of staff who have been formally trained and assessed. Staff involved with their intimate care need to be sensitive to the child's individual needs.

- An Intimate Care Plan will be drawn up for each child requiring specialist assistance, in consultation with the child and his/her parents.
- The provision of appropriate accommodation and equipment (eg: a changing bench or hoist) will be arranged, in consulation with the Children & Young People's Services Directorate of the Education Authority. Additional resources (eg: aprons, disposable gloves, wipes, medicated hand-washing products and designated bins) will be provided to ensure that procedures are carried out hygienically, with items such as needles, catheters…etc being disposed of appropriately.
- Provision will be monitored and regularly reviewed, to ensure that our policy and procedures are adhered to, and that children, parents and staff remain comfortable with the school's arrangements.
- Additional trained staff should be available to undertake specific intimate care tasks, in the case of staff absence. It should not be assumed that someone else can do it.

Working with Children of the Opposite Sex

Principles

- The individual child's safety, dignity and privacy are of paramount importance.
- There is a positive value in both male and female staff being involved with children.
- Ideally, every child should have the choice of care for all their intimate care.

The practical guidelines set out below, are written in the knowledge that the current ratio of female to male staff means we are far less likely to be able to offer the choice of same sex carer to male children.

General Care

Male and female staff can be involved with children of either sex in:

(a) Keyworking and liaising with families.
(b) Co-ordinating of and contribution to a child's review.
(c) Meeting the developmental, emotional and recreational needs of the children.
(d) Escorting the children between sites, on outings and to clinics, unless intimate care is needed.

Intimate Care

Wherever possible, boys and girls should be offered the choice of carer and second carer. Where there is any doubt that a child is able to make an informed choice, his/her parents are usually in the best position to act as advocates. It may be possible to determine a child's wishes by observation of their reactions to the intimate care they receive. It must not be assumed that a child cannot make a choice.

Intimate care can be carried out by a member of staff of the opposite sex with the following provisions:

a) The delivery of intimate care by professionally qualified staff will be governed by their professional code of conduct, in conjunction with agency policy and procedures.

b) Staff who are not governed by a professional code of conduct must follow policy and procedures in operation within their agency and direction and agreement must be provided by the Designated Manager / Head of Junior School.

c) When intimate care is being carried out, all children have the right to dignity and privacy (ie: they should be appropriately covered, the door closed or screens/curtains put in place.

d) If the child appears distressed or uncomfortable, the personal care should stop immediately, and staff should try to ascertain why the child is distressed and provide reassurance.

e) Concerns should be reported to the Designated Teacher and written record should be made.

f) Parents / carers must be informed about the child's concerns.

Annex to Intimate Care Policy

▶ Response to COVID-19

This annex sets out some of the adjustments we have made to our Intimate Care Policy in response to COVID-19, in line with guidance from the Government, DENI and the Health & Social Care Trust.

Our Safeguarding Team will review and amend these arrangements regularly, in line with the latest guidance from the Government, DENI and Health & Social Care Trust.

Changes to Procedures

We will continue to meet the needs of those children who require intimate care. For pupils with specific intimate care needs, an individual risk assessment will be conducted in consultation with the child's parents, class teacher and SENCO.

If a member of staff has been identified as clinically vulnerable, and instructed to not provide intimate care as a result of their individual risk assessment, they must not engage in any activity that would pose a threat (for example: nose-wiping, toileting and attending to nose bleeds). Should an additional member of staff be required to attend to a child's intimate care needs, the office should be contacted immediately. A second member of staff will be sent, adhering to social distancing guidelines.

- Staff will ensure that all the protective measures which have been introduced to reduce virus transmission are followed.
- Adherence to good hygiene procedures will be of paramount importance at all times.
- Prior to giving intimate care, staff will ensure the area is well ventilated and wash their hands.
- Staff will be required to wear PPE when giving intimate care, including:
  - Fluid-resistant, surgical face mask
  - Disposable gloves
  - Disposable plastic aprons
  - Eye protection (eg: face visor or goggles)
- Staff will be trained on how to put on, use, take off and safely dispose of PPE.
- Care will be taken to minimise physical contact, wherever possible.
- Wet/soiled clothes to be taken home should be double bagged and kept in a safe area, at least 2m away from staff and pupils, until the child is collected by a parent/carer.
- PPE should be taken off with care, sealed in a bag and disposed of in a labelled, designated bin.
- Staff giving intimate care must wash their hands immediately after the removal and disposal of PPE.

Response to COVID-19 Symptoms

Should the child display any symptoms of COVID-19 while receiving intimate care, they will be isolated in one of our designated rooms and arrangements will be made for their parents to be notified and asked to collect them as soon as possible. While waiting, the child will be supervised by a member of staff, who must be wearing PPE. The door to this room will be kept closed and the window opened to facilitate ventilation. After the child is collected, a fogging machine will be used to sanitise the designated room.

Appendix 1: Consent Form

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Pupil Information & Parental Consent

2024 - 2025

Name of Child			
Year Group			
Class Teacher			
I have received a copy of Junior School & Kindergarten's Intimate Care Policy.		Yes	No
I consent to my child receiving intimate care from staff in event of a situation that requires their clothing to be changed (eg: toileting / water play).		Yes	No
I consent to my child receiving intimate care from staff in event of requiring assistance with toileting.		Yes	No
Name of Parent: Signature of Parent:	Date:		

This form is now sent via *ParentMail Forms* and returned electronically by parents.

A spreadsheet of permissions is generated for all children within each Class.

Appendix 2: Communication with Parents

	Campbell College Junior School & Kindergarten	
	Dear Parent Your child's clothes were changed today, because he/she:	
	• got wet whilst playing at the water tray	
	• had a toilet accident	
	• was sick	
Date:	• Other reason:	
Signature of Staff Member:		

	Campbell College Junior School & Kindergarten	
	Dear Parent Your child's clothes were changed today, because he/she:	
	• got wet whilst playing at the water tray	
	• had a toilet accident	
	• was sick	
Date:	• Other reason:	
Signature of Staff Member:		

	Campbell College Junior School & Kindergarten	
	Dear Parent Your child's clothes were changed today, because he/she:	
	• got wet whilst playing at the water tray	
	• had a toilet accident	
	• was sick	
Date:	• Other reason:	
Signature of Staff Member:		

Campbell College Junior School & Kindergarten

Intimate Care Record

To be completed each time a child requires his/her clothing to be changed at school, due to an incident such as wetting/soiling themselves or being physically sick.

Date	Time	Child's Name	Class	Incident (What/Where)	Action Taken	Verbal report to parent	Note sent home	Signature of person who dealt with the incident

Appendix 3: Intimate Care Record

Appendix 4: Parental Permission for Intimate Care Plan

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Permission for Intimate Care Plan

2024 - 2025

Name of Child	
Date of Birth	
Class Teacher	

I give permission for my child to be provided with the assistance as detailed in his/her Intimate Care Plan (overleaf) and will advise the school of any changes that may affect this provision.

Name of Parent:

Signature of Parent: Date:

I give permission for the assistance detailed in my Intimate Care Plan (overleaf) to be provided.

Name of Child:

Signature of Child: Date:

Appendix 5: Intimate Care Plan

Campbell College Junior School & Kindergarten Intimate Care Plan	
Name of Child	
Date of Birth	
Diagnosis	
Assistance Required	
Timetable of Assistance	
Person(s) Assisting	
Alternative Arrangements	
Location / Equipment	

Designation	**Name**	**Signature**	**Date**
Parent			
Pupil			
Teacher			
Assistant(s)			
Head of Junior School			

Appendix 6: Record of Intimate Care Plan

Campbell College Junior School & Kindergarten

Intimate Care Plan

Record of Assistance Provided

Name of Child:		Date of Birth:	Class:
Date	Time	Name of Staff Member	Signature