**St Malachy’s Primary School**

**Ballymoyer**

**Intimate/Personal Care Policy**

****

**Ratified by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson of Board of Governors)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

**Introduction**

**This document outlines the approach to Intimate Care in St Malachy’s Primary School.**

The Intimate Care Policy and Guidelines Regarding Children have been developed to safeguard children and staff.

**Definition**

**In St Malachy’s Primary School, we agree that** **Intimate Care may be defined as:**

***“Any activity required to meet the personal care needs of each individual child (in partnership with the parents/carers and child.”)***

**Intimate care can include**:

* Feeding,
* Oral care,
* Washing,
* Dressing,
* Undressing,
* Toileting,
* Menstrual care
* Supervision of a child involved in intimate self care.

In St Malachy’s Primary School we encourage the children to develop independence. It is expected that each child will be toilet trained upon entering the school. We also appreciate however, that some pupils may have difficulty using a toilet or have medical conditions which require the support of a member of staff.

**Parental Consent**

Upon accepting a place in our school, parents will be asked to **sign a consent form** which will give permission to staff members to assist their child if they happen to have a toileting accident or if they require assistance with on-going personal care.

**Principles of Intimate Care**

The following are the fundamental principles of Intimate Care upon which our 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 as consistent as possible.

**School Responsibilities**

**The Principal will ensure that:**

1. All staff members undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy and Procedures;
2. All school employees will be vetted using Access NI Checks; (Volunteers, Outside Coaches, Placement Students will not be allowed to assist a child with personal care for any reason). The principal will be responsible for making sure this happens.
3. When a child has a specific ongoing intimate care need, the care arrangements will be agreed by the school, parents/carers, professionals and child (if appropriate). If necessary, an individual Care Plan to address the intimate care needs of the child will be agreed.

**Guidelines for Good Practice**

All children have the right to be safe and to be treated with dignity and respect. In **St Malachy’s P.S** we will try to encourage a child’s independence as far as possible in his /her intimate care.

Where the child is fully dependent we will talk with them about what is going to be done and give them choice where possible to help develop their own independence in this area.

These guidelines are designed to safeguard children and staff. 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.

|  |
| --- |
| **PARENTS RESPONSIBILITIES*** Parents/carers have a responsibility to advise staff of the intimate care needs of their child and will be asked to sign a permission slip for a staff member to assist in the intimate care of their child should an incident occur.
* Parents who do not wish staff to assist their child will be given the option of coming into school to address the issue or taking the child home when necessary.
 |
| **WHEN AN ACCIDENT OCCURS**1. **Mr Toner / Mrs Smith** should be notified prior to any member of staff providing Personal/Intimate Care
2. **If a child has wet/soiled** **the child will be given facilities to change himself / herself*:*** *(wipes and underwear / provide a change of uniform / Plastic Bag for refuse*
3. **Seek assistance from (Mr Toner / Mrs Smith)**
4. Direct the child to the nearest toilet / changing room to attempt changing
5. **If the child is unable to change himself / herself, Notify Parents by phone immediately. Ask them to come to school to assist their child.**
6. If the parent is unable to attend, seek parental consent for a member of staff to *assist* the child. (Mr Toner / Mrs Smith should be notified as this is being done).
7. If a parent is non-contactable then a staff member will be allowed to supervise and carry out the care needed.
8. **A record of the care given will be recorded and held in the child’s file and the parent/carer informed.**
 |

We will treat every child with dignity and respect and ensure privacy appropriate to the child’s age and situation. We will endeavour to ensure that our practice in intimate care is consistent.

## REPORTING ABUSE / MISPRACTICES

## If any staff member has any concerns about how the personal care was administered or is concerned for the welfare of the child, he/she must report them immediately the Safeguarding Team in the school - *(Mr Toner & Mrs Smith).*

## A written record of concerns will be made.

**Monitoring, Evaluation and Review**

The school will monitor, evaluate and review this policy on an annual basis or as the need arises.

**THIS POLICY HAS BEEN CONSULTED UPON AND AGREED WITH PARENTS / STAFF:**

**Signed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson of Board of Governors)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)