**Mount Saint Catherine’s Primary School**

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**Intimate Care Policy**

**Policy Review**

Date agreed: September 2016

Next Review Date: September 2017

Sign by Chair of Governors:

Date: September 2016

INTIMATE CARE POLICY

Mission Statement

Teacher, parents and governors will work together to develop each child spiritually, morally, intellectually, socially, emotionally and physically within our Sacred Heart ethos so that by realising their potential, they can maximise it and have an appreciation of self-worth and self-learning.

“Welcome them with kindness and give them encouragement, so that their hearts will

Open out and you will be able to help them by advice to form their characters"

**Saint Madeleine Sophie Barat,**

 **Foundress of the Society of the Sacred Heart**

**Aims and Ethos of our Policy**

“Children have the right to be protected from all forms of violence, they must be kept safe from harm and they must be given proper care by those looking after them..”

(UN Convention on the Rights of the Child. Article 19)

“When adults or organisations make decisions which affect children, they must think first about what would be best for the child.”

(UN Convention on the Rights of the Child. Article 13)

Our Child Protection & Safeguarding policy and guidelines and the ensuing practice is underpinned by an ethos of caring for the total welfare of the child. Our hope is that it helps and supports teachers, parents and pupils themselves in keeping every child safe and well. We aim to provide a safe, caring and supportive environment where individuals are valued for their unique talents and abilities and are able to fully reach their own potential. **In all Child Protection interactions the interest of the child will be paramount.**

**Introduction**

The Health and safety of both staff and children is of utmost importance. While we strive to promote children’s independence there may be times when is required.

**This intimate policy has been developed to:**

* Safeguard children and staff
* Ensure children are treated with sensitivity and respect
* Provide a clear procedure for intimate care
* Inform parents in how intimate care is administered

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

* Supporting a pupil with dressing/undressing
* Providing comfort or support for a distressed pupil
* Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

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

**Guidelines for Good Practice**

* Only female members of staff will carry out intimate care
* Each child will be treated respectfully and sensitively
* Matters involving intimate care will be dealt with confidentially
* Children will be encouraged to do as much for themselves as possible
* Children will have privacy to change appropriate care and where possible be given choices in hoe it is carried out
* Care will stop immediately if the child appears distressed or uncomfortable when intimate care is being carried out. Staff will try to ascertain why the child is distressed and provide reassurance. The Designated Teacher (DT) must be informed in this instance
* If any concerns arise as a result of providing intimate care they must be reported immediately to the DT.

A record of intimate care will be kept in a log book. Details will include the child’s name, the date and nature of care given and the signature of two members of staff. Parents will informed of the nature of intimate care verbally or via a note home (Appendix 1)

Safeguards for children

* All staff vetted by the EA
* Intimate care procedures will not be carried out by volunteers or students
* Staff involved in intimate care must be familiar with this policy, the Child Protection Policy and Pastoral Care Policy.

**Safeguards for staff**

Staff need to be aware they are placing themselves in a vulnerable position when providing intimate care. They can take safeguarding measures including:

* Gaining a verbal agreement from another member of staff that the action being taken is necessary
* Allow the child to do as much for themselves as possible
* Allow the child a choice in the sequence of care
* Be aware of and responsive to the child’s reactions
* Provide reassurance if a child is accidentally hurt during intimate care or misunderstands or misinterprets something. Record and report any incidents immediately to the DT.

**Permission**

Permission to support children with intimate care will be obtained at the beginning of the school year. (Appendix 2)

Only in an emergency (and in consultation with the DT and principal) will staff undertake any aspect if intimate care that has not been agreed by parents. The child will be encouraged to do as much for themselves as possible and parents and the DT will be informed at the earliest possible time.

Where intimate care is required on a regular basis for pupil’s arrangements will be agreed between the school and parents, taking the child’s views into account where appropriate. In such cases, consent forms are signed and stored in the Child Protection cabinet. Such arrangement will be reviewed each term and any amendments recorded.

**Hygiene**

* Protective gloves will be worn
* Soiled clothing will be put in a plastic bag, unwashed, and sent home with the child
* All spills of vomit, blood or excrement will be wiped up and flushed down the toilet

**Providing comfort or support**

Children may seek physical comfort from staff (particularly children Foundation Stage). If physical contact is deemed appropriate it must be suitable to the age, gender and situation of the child. Staff need to be aware that physical contact must be kept to a minimum and be child initiated.

This policy should be read alongside the Child Protection Policy and Pastoral Care.

Appendix 1

**Mount Saint Catherine’s**

**Primary School**

Note to inform parents that their child has received intimate care in school

**Mount Saint Catherine’s**

**Primary School**

In line with the school’s Intimate Care Policy this letter is to inform you that your child received help with intimate care today

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact the school if you have any questions 028 3752 2241

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 2

**Mount Saint Catherine’s**

**Primary School**

Permission Form for Intimate Care

**Mount Saint Catherine’s**

**Primary School**

Permission form for the Provision of Intimate Care

Sometimes young children need help if they are wet or soil themselves. Female staff can help children in a sensitive way, encouraging them to do things for themselves when possible. If you prefer, staff can contact you or your emergency contact, who will be asked to attend without delay. St Catherine’s has an Intimate Care Policy. Copies of this policy are available in the office.

Please complete the form below stating your preference and return to school.

Please choose and sign as appropriate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I give consent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert child’s Name) to be changed and cleaned by staff if they wet/soil.

Signature of Parent/Carer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I would prefer the school 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 assist my child.

Signature of Parent-Carer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return to school asap.