



**Whitehead**  
Primary School  
& Nursery Unit

**'LEARNING AND GROWING TOGETHER'**

# Intimate Care Policy

<b>Last Review</b>	<b>August 2023</b>	<b>S Kidd</b>
<b>Next Review</b>	<b>August 2026</b>	

## **Intimate Care Policy**

This policy represents the agreed principles for intimate care throughout the school. This policy has been agreed by all staff and governors within the school.

### **Introduction**

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, 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
- To ensure parents/carers are consulted in the intimate care of their children

### **Principles**

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. 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 person's right to privacy and dignity is maintained at all times.

### **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

### **Supporting dressing/undressing**

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

### **Providing comfort or support (See Safeguarding Policy)**

Children may seek physical comfort from staff (particularly children in Nursery and Foundation Stage). 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.

### **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 the Principal before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

### **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 Foundation Stage & Nursery may sign a permission form so that the staff can clean and change their child in the event of the child soiling themselves (Appendix 1). For those children in Years 3 and 4 who need assistance, a member of Staff will phone home for the parent or guardian to come to school.

If the parents/carers or emergency contact wishes to attend and 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. A child will not be left on his/her own whilst waiting for a parent to arrive, an adult will stay with him/her, 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 be contacted or cannot attend, the Principal, Vice Principal or a Senior Teacher will be consulted. If necessary, staff will act appropriately and may need to come into some level of physical contact in order to aid the child. All incidents of intimate care provision will be recorded and parents informed. (Appendix 2)

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:

- A second member of staff is present or in the vicinity
- 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
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child
- Intimate care note is completed and sent home.

## 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:

- Attempting to contact parents / carers for the child
- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Informing the Principal, Vice Principal or a Senior Teacher
- 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 at Whitehead Primary School are police checked
- All staff, governors, parent helpers and music tutors will receive Safeguarding Training
- It is not appropriate for students (teaching or work experience) or volunteers to carry out intimate care procedures

## Period Dignity

### Respect for Dignity, Privacy and Confidentiality

- Period products will be obtainable in a way that respects the dignity, privacy and confidentiality of the individual obtaining them.
- A dignified approach will ensure that products can be easily accessed in a place where individuals are comfortable doing so. Therefore, in WPS there will be a female point of contact in the senior end of school and two female points at Foundation Stage.
- A supply of products will be kept both at senior school and Foundation Stage (where a toilet can be accessed).
- Sanitary bins will be placed in all necessary toilets.

### Raise awareness

- Pupils will be informed about the staff point of contact and the location of the supply of products.
- Parents will be informed (Appendix 2).
- Staff will ensure everyone knows what period products are available and where they can be accessed.



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## Appendix 1

### Permission form for Intimate Care Provision

Should your child have an accident (soil or wet themselves) in school and require changing we are willing, with your permission to clean and change your child as required. We will follow the procedures outlined in our "Intimate Care Policy". This role will always be undertaken by a member of staff (teacher or classroom assistant) and you will be informed that an incident has taken place.

In such an event please indicate below how you would like us to proceed.

- In the event of my child having an accident in school and needing to be cleaned and changed, I give permission for a member of staff (teacher or classroom assistant) to clean and change him / her.

Child's name \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Guardian)

**OR**

- In the event of my child having an accident in school and needing to be cleaned, I would like to be contacted so that I can proceed to school.

I accept that if you are unable to contact myself or someone on the emergency contact list you will proceed to clean and change him / her as based on the procedures outlined in the "Intimate Care Policy"

Child's name \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Guardian)



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Appendix 2

**Record of Intimate Care Provision**

Child's Name	Date	Time
<p><b>Reason for Change:</b></p> <p>Toileting accident:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Unable to get to the toilet in time / undo items of clothing</li><li><input type="checkbox"/> Spilt drink at snack or lunch time</li><li><input type="checkbox"/> Wet clothing (e.g. water tray / washing hands)</li><li><input type="checkbox"/> Outdoor play (muddy / wet)</li><li><input type="checkbox"/> Other reason</li></ul>		
<p><b>Action Taken:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Child asked for help</li><li><input type="checkbox"/> Child changed him/herself independently</li><li><input type="checkbox"/> Child needed support to remove / put on clothing</li><li><input type="checkbox"/> Staff support to clean him / herself</li><li><input type="checkbox"/> School used their supply of trousers/skirt/polo shirt/jumper/pants/socks</li></ul> <p><b>Please wash and return these items to school.</b></p> <p><b>Additional Information</b></p>		
<p>Signed _____ (member of staff)</p> <p>Signed _____ (Principal/Vice Principal/Senior Teacher)</p>		





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#### Appendix 4

Dear Parent(s)/Guardian(s),

**Period Dignity** refers to the accessibility and availability of essential care needed to support a period, in conjunction with the breaking of stigma and taboo around periods. The NI Executive agreed in December 2020 to fund a pilot scheme to provide free period products to all schools in Northern Ireland. The scheme aims to ensure that period products are available to pupils where and when they need them. Primary Schools have been supported through a stock allocation exercise since September 2022.

In Whitehead Primary School, period products have been placed in the following areas:

- Mrs Lowry's office.
- Key Stage 2 (Room 12) – in a discreet, white envelope in the teacher's desk drawer.
- Key Stage 2 (senior corridor) – in the toilets in a discreet paper bag on back of toilet door.
- Foundation Stage- in the amenity room (outside Mrs Kidd's classroom).

There will be a change of pants, socks and tights available in the Foundation Stage amenity room and in the toilet at end of senior corridor. Please talk to your daughter about asking for these products if they feel they need them. If they need a change of pants or tights and feel they are embarrassed to say in class, tell your child to ask to speak to Mrs Lowry, Mrs Kidd or Mrs Parkes. The class teachers are aware of the sensitive nature of this issue and will let your child go to the office or over to the Foundation side of school without any fuss or embarrassment.

It would benefit your child to talk to them about periods as increasingly children are experiencing their first period at an earlier age. We really appreciate your support on this matter. Currently, the school nurse delivers a puberty talk to all children in Year 7, however we will be exploring the possibility of introducing the puberty talk at an earlier age.