

# Our Lady and St Patrick's College, Knock



## Intimate Care Policy

### Policy Details

Legal Status	Adopted	Version Date	Last Review	Next Review	Responsible
Non-Statutory	2 <sup>nd</sup> June 2020	June 2020	June 2017	June 2023	Ms McCarthy

### Related Documents and Location

1. Child Protection/Safeguarding Policy
2. Pastoral Care Policy
3. Special Educational Needs Policy
4. Administration of Medication in School Policy
5. Anti-Bullying Policy

All policies are available on the College Website and Private Folders.

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## **1. Introduction**

Our Lady and St Patrick's College, Knock aims to ensure that students who require assistance with intimate care receive appropriate support at school. We appreciate that students may feel especially vulnerable when being helped with intimate care and the staff involved need to be particularly sensitive to their individual needs. The individual child's safety, dignity and privacy are of paramount importance. This policy has been developed to safeguard both students and staff and should be read in conjunction with the College's Child Protection/Safeguarding Policy.

## **2. Aims**

1. To ensure that students who require assistance with intimate care receive appropriate support at school.
2. To safeguard both students and staff.

## **3. Definition of Intimate Care**

Intimate care may be defined as any activity required to meet the personal care needs of each individual student. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with students and parents.

Intimate care can include:

- feeding;
- oral care;
- washing;
- dressing/undressing;
- toileting;
- menstrual care;
- treatments such as enemas, suppositories, enteral feeds;
- catheter and stoma care; and
- supervision of a student involved in intimate self-care.

## **4. Principles of Intimate Care**

In accordance with the fundamental Principles of Intimate Care, every student has the right:

- to be safe;
- to have privacy;
- to be valued as an individual;
- to be treated with dignity and respect;
- to be consulted on his/her own intimate care; and
- to have levels of intimate care that are as consistent as possible.

## **5. College Responsibilities**

The College is committed to working in partnership with parents/guardians, health professionals and other agencies to provide a supportive environment for students who require assistance with intimate care. All staff working in the College are vetted in line with the College's Child Protection/Safeguarding Policy. The College First-Aider will agree an Intimate Care Plan with the parents and child, and other relevant health professionals, if appropriate. This plan will be signed by a parent and reviewed at the end of each academic year to inform future arrangements. Relevant staff will be trained in the specific types of intimate care that they carry out and only the named staff identified in a student's Intimate Care Plan should undertake the intimate care of that student. Staff should not undertake any aspect of intimate care that has not been agreed in the Intimate Care Plan.

**6. Working with Children of the Opposite Sex**

The College may be unable to offer the choice of a same sex carer to children who require assistance with intimate care. The intimate care of boys/girls may therefore be carried out by a designated member of staff of the opposite sex as identified in a student's Intimate Care Plan.

**7. Guidelines for Good Practice**

All students have the right to be safe and to be treated with dignity and respect. Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs. Guidelines for Good Practice (Appendix 1) are designed to safeguard children and staff. They apply to every member of staff involved in the intimate care of children.

**8. Concern about the Conduct of a Member of Staff**

Any concern about the conduct of a member of staff who is assisting a child with intimate care practice must be reported to the Designated Teacher for Child Protection in accordance with the College's Child Protection/Safeguarding Policy.

**9. How to Raise a Concern or Make a Complaint about the Administration of this Policy**

If you have a concern or complaint about the administration of this policy please contact Ms McCarthy, Vice Principal, in the first instance. If necessary, you may then access and follow the College's Parental Complaints Procedure which is available on the College website at [www.knock.co.uk](http://www.knock.co.uk). Should you remain dissatisfied with the College's response after completing the internal complaints procedure, you can bring your complaint to the Northern Ireland Public Services Ombudsman within six months. Contact details for the Northern Ireland Public Services Ombudsman are provided on Page 11 of the Parental Complaints Procedure.

Signed: Mr Leo O'Reilly  
(Chairperson of Board of Governors)

Date: 2<sup>nd</sup> June 2020

Signed: Miss Deborah McLaughlin  
(Principal)

Date: 2<sup>nd</sup> June 2020

1. Involve the student in his/her intimate care. Try to encourage the student's independence as far as possible in his/her intimate care. Where the student is fully dependent, talk with him/her about what is going to be done and give him/her a choice where possible. Check your practice by asking the student/parent about any likes or dislikes while carrying out intimate care.
2. Treat the student with dignity and respect and ensure privacy appropriate to the student's age and situation.
3. Make sure practice in intimate care is consistent and only carried out by the named staff identified in a student's Intimate Care Plan.
4. Sensitive information about a student's intimate care is confidential.
5. If the student appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Try to ascertain why the student is distressed and provide reassurance.
6. Promote positive self-esteem and body image. Confident, self-assured children who feel their body belongs to them are less vulnerable. The approach you take to intimate care can convey lots of messages to a child about his/her body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be relaxed, enjoyable and fun.
7. If you observe any unusual marks, bruises or swelling, including the genital area, report immediately to the Designated Teacher for Child Protection. Complete a written Child Protection - Note of Concern.
8. If, during the intimate care of a student, you accidentally hurt him/her, or the child misunderstands or misinterprets something, reassure the student, ensure his/her safety and report the incident immediately to the Designated Teacher for Child Protection.



# Our Lady and St Patrick's College, Knock

## Intimate Care Plan

Please complete and sign this form so that the Principal/Vice Principal may agree the designated school staff to assist with your child's intimate care needs.

Student Details			
Student Name		Tutor Group	
Date of Birth		Medical Diagnosis	
Plan Prepared by:		Designation	
Date		Review Date	

Contact 1 Details		Contact 2 Details	
Name		Name	
Home Number		Home Number	
Work Number		Work Number	
Mobile Number		Mobile Number	
Relationship to Student		Relationship to Student	
GP Contact Details		Hospital Contact Details (if relevant)	
GP Name		Named Contact	
Surgery Name		Hospital Name	
Phone Number		Phone Number	

Please consult with your son/daughter before completing Numbers 2-4.

1	<b>Please give details of your child's condition.</b>
2	<b>Outline his/her specific intimate care needs.</b>
3	<b>Outline any likes or dislikes your child has when being helped with intimate care.</b>
4	<b>Are there any other issues the College needs to know about?</b>
	<b>The College will name three designated members of staff to assist with your child's intimate care needs.</b>
	1. 2. 3.

I agree that the information contained in this form may be shared with the designated members of staff who assist with the intimate care of \_\_\_\_\_ (student name).

Parental/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Vice Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This original should be retained on the school file and a copy sent to the parents by the College First-Aider to confirm the Intimate Care Plan for the named student.**