

# Kirkistown Primary School



**Learning together,  
building for the future**

## **INTIMATE CARE POLICY**

### **Policy Review**

Date agreed: June 2019

Next Review Date: June 2021

Signed by Chair of Governors:

\_\_\_\_\_

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

## Mission Statement

- We strive to ensure that the learning, achievements, attitudes and well-being of all members of the school community are valued.
- We provide a broad and balanced curriculum which will actively encourage everyone.
- Pupils are given opportunities to take responsibility and be encouraged to make a positive contribution to their learning, school, and the wider community.
- We are committed to promoting a healthy lifestyle and the wellbeing of the whole child.
- Staff, pupils, parents and governors work together to build a learning community that celebrates the values we share.

In the event of any child requiring a change of clothes due to sickness, toileting accidents or a child arriving at school rain wet, it is the agreed policy of the school to act immediately to address the child's discomfort and distress.

Reassuring words, understanding and sympathy will be administered immediately and members of staff will be called up to assist.

The following course of action will take place:

- It will be ascertained that the parents of the child in question have agreed to allow an intimate change to take place via the School Data Capture Forms.
- Once permission has been confirmed, items of required clothing will be collected from the school's supply. (Supplies of new underwear are replenished as and when required by the school).
- An intimate care record for each class will be completed and kept in each classroom.
- The child will be accompanied by a member of staff to the relevant pupil toilets. The disability toilet may be used as space for the child to change/be changed. The utmost discretion will be exercised.
- According to the age and capability of the child, he/she may be able to change independently with the support staff outside the door.
- Where a child is so young or is unable to change independently, a member of staff will assist the child.
- Parents/carers will be informed of any action concerning the child that is taken.

- A soiled child will be removed from the class to maintain the child's dignity.
- No child will be allowed to go home in a soiled condition if the teacher is aware of the situation.
- If there is a consistent problem of a child soiling themselves then parents/carers will be involved in drawing up an action plan to address the issue. Outside help may be requested from the GP or other health professionals.
- Separate intimate care arrangements for senior girls are in place and dealt with by female teachers.
- Written permission will be sought from parents/ carers if a specific child needs assistance from a member of staff to clean themselves after going to the toilet. Details of the assistance given will be agreed and outlined on the permission form by both the school and parent/ carer. The child will be encouraged to be as independent in this process as they can. Members of staff will use appropriate items such as disposable gloves in this process. An individual intimate care record will be completed for this child.
- Should any child's parents/carers have made it clear that they don't wish to have their child's clothes changed in such instances, the school will make contact to inform the parents of the details and follow any given instructions.