



Intimate Care Policy

Date Approved by the Board of Governors: June 2025

Date to be reviewed by: June 2027



Bangor Central Integrated Primary School

Intimate Care Policy

It is our intention to develop independence in each child, however, there will be occasions when help is required. Our Intimate Care Policy has been developed to safeguard children and staff.

Intimate Care may be defined as an 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:

- assisting with toileting issues and washing hands
- assisting a child to change their clothes
- providing first aid and medical assistance
- supervision of a child involved in intimate self-care

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

We believe:

- 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
- all children have the right to be involved and consulted in their own intimate care to the best of their abilities
- all children have 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 appropriate and consistent

Clothing

On occasions children may require assistance when changing their clothes eg: putting their coat/shoes on, changing after a toilet accident. Staff will always encourage children to try themselves first. Therefore, we would encourage parents to buy items of clothes with fastenings appropriate for the age of their child, eg: velcro straps instead of laces for younger children.

First Aid

- Emergency First Aid is only to be administered by a qualified First Aider
- A first aid box is located in the First Aid Bay, Staff Room, GAMB Building, Mobile 2 & Canteen
- First Aid incidents must be recorded in the log books located in the First Aid Bay or individual classrooms. More serious incidents must be recorded online through EA.
- When log books are completed, they must be sent to Miss Barbour for storage.
- Ice packs and plasters can be administered by teachers for minor bumps and cuts.
- Parents should be informed immediately of a bump to the head.
- A parental permission form must be completed and given to the class teacher before any medication can be dispensed in school. The form can be obtained from the school office, class teacher or school website.
- Please read the First Aid policy for further information.

Toileting

- Children should be toilet trained before starting Year 1. Any difficulties with this will be considered on an individual basis and an intimate care plan will be drawn up if appropriate.
- During their time at primary school, some pupils will have an experience which may require staff to provide care at a very personal level e.g. a child wetting or badly soiling themselves. The following information shows how this will be managed by staff in school.

If a child wets themselves -

When a child needs a change of clothes he/she will change in one of the cubicles of the children's toilet. A staff member will be outside the cubicle encouraging the child to change him/herself. As far as possible, each child will be encouraged to attend to their own needs. Staff will record this in the Personal Care Log Book and a copy will be sent home to parents.

If a child soils themselves-

The child will be taken to the toilets to preserve their dignity and privacy. Parents will be contacted immediately to come to school to assist their child. In the interim the child will be given guidance on how to clean themselves and to change their items of clothing.

Staff will only provide Intimate Care if:

- parents cannot be contacted
- parents/guardians are unable to come to school and have given their permission

- the child is very distressed or suffering unduly
- Staff will record this in the Personal Care Log Book and a copy will be sent home to parents.

Please note: If parents cannot be contacted school staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing.

- Spare underwear and uniform are kept in school. These should be washed and returned as soon as possible.
- Intimate care will only be provided to older children in extreme circumstances. It is anticipated that older children will be able to manage any such circumstances given guidance or assistance. Any concerns regarding intimate care should be reported to the Designated Teacher for Child Protection or appropriate Head of Key Stage.
- When providing intimate care we will endeavour to have two members of staff present. However, if this level of resourcing is not available, one staff member will support the child with cleaning and changing themselves. They will inform another member of staff that they are doing this.
- The well-being and dignity of the child will remain paramount at all times during any incident requiring intimate care.

Narrative for wetting

- I would like you to go into the cubicle.
- Here are some dry clothes.
- Please take off your wet clothes and put them in the plastic bag.
- Please put on the dry clothes.
- Are you ok? Do you need any help?

If assistance is needed, then

- I am going to help you undress.
- Are you sure you don't need to go to the toilet again?
- Please wash your hands.

Narrative for soiling

- I would like you to go into the cubicle.
- Please take off your soiled/dirty clothes and put them in the plastic bag.
- Please wipe your bottom with the toilet roll.
- Do you think you need a wet wipe?
- Are you ok? Do you need any help?

If assistance is needed, then

- I am going to help you undress.
- I am using a wipe to clean your bottom.
- Please put on the clean clothes.
- Please wash your hands.

Menstrual Well-Being & Period Dignity

Menstruation is a normal and natural part of a girl's physical development. It should not be treated with secrecy or stigma, which can contribute to girls' feelings of embarrassment during their period. Staff should be aware that when a girl has their period it can be accompanied by emotional and physical changes as well as practical challenges.

Menstruating in school can be distressing, particularly if it happens unexpectedly. Teachers need to be aware of and sensitive to the physical, emotional, and practical needs of girls during menstruation. These may include asking for permission to leave class, feeling uncomfortable during PE lessons, mood swings and lack of concentration.

It is important that girls have access to period products and are aware of the importance of personal hygiene. They should also know which staff members they can go to if they are having their period and need help.

Period Dignity refers to, 'the accessibility and availability of essential care needed to support a period, in conjunction with the removal/breaking of stigma and taboo around periods. Education is a factor in breaking the stigma surrounding periods and promoting respect, understanding and open discussions about what people may experience when menstruating.' CCEA Period Dignity Policy/Guidance Updated May 2022.

In Bangor Central IPS parents are made aware via email (attached) about the location of sanitary items/change of clothing and the support available for pupils in school. We ask that parents discuss this with their children, so they are well informed and to reduce anxiety.

A member of the safeguarding team and the pastoral care & well-being coordinator will meet with Y6 pupils (whose parents have given permission) to show them where exactly the sanitary items are stored, remind them who they can come to for help and answer any questions they may have.

All staff will be vigilant for any pupils who may be distressed, anxious or experiencing discomfort due to menstruation. Pupils will be treated with care and respect.

Bangor Central Integrated Primary School



Principal: Mr P R Campbell BEd (Hons), DASE, MEd, PQH

6 Castle Park Road, Bangor, BT20 4TF

Tel: 028 91 460 513

Fax: 028 91 468 915

Email: info@bangorcentral.com

www.bangorcentral.com

11th December 2024

For the attention of parents/guardians of Year 5 girls

As a school, we have received a small amount of money to buy sanitary products for our pupils to use when needed. This is through a scheme called 'Period Dignity'. If your daughter has recently started their period, we would appreciate it if you could chat through the following information with her.

- In the senior girls' toilets all the cubicles on the left-hand side have sanitary bins in them
- The 1st and last toilet on the left-hand side has a box on the wall containing sanitary towels, underwear, leggings and bags.
- The box can only be opened by a key. The key is kept in **Mrs Walker's office** which is beside the staffroom.

We have also put together a small bag of products that can be taken by teachers on school trips.

If your child is ever distressed or feeling unwell due to their period, please reassure them that they can talk to their teacher or Mrs Walker or Mrs Elliott.

If we can do anything else to help your child, please do not hesitate to contact us.

Many thanks

Mrs Walker



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11th December 2024

For the attention of parents/guardians of Year **6 & 7** girls.

As a school, we have received a small amount of money to buy sanitary products for our pupils to use when needed. This is through a scheme called 'Period Dignity'. If your daughter has recently started their period, we would appreciate it if you could chat through the following information with her.

- In the senior girls' toilets all the cubicles on the left-hand side, have bins in them.
- The 1st and last toilet on the left-hand side has a box on the wall containing sanitary towels, underwear, leggings, and bags.
- The box can only be opened by a key. Each **Y7 room** has a lanyard with the keys on them, hanging in their room.
- A spare key is kept in **Mrs Walker's office** which is beside the staffroom.

We would also ask that if the boxes are being tampered with or misused or need refilled, that the girls let us know. We have also put together a small bag of products that can be taken by teachers on school trips.

If your child is ever distressed or feeling unwell due to their period, please reassure them that they can talk to their teacher, Mrs Walker or Mrs Elliott.

Many thanks

Mrs Walker