

Intimate, Personal Care Policy

In Holy Trinity After School we aim to ensure that all children have their dignity preserved to a high level of privacy. Information of a sensitive nature should only be shared with those who need to know, such as parents/carers and staff who work with the child.

Any intimate care, such as changing soiled clothes or assisting with toileting, will be carried out with respect and regard to the child's right to dignity and privacy. Staff will carry out this care by ensuring it is used as a time for positive share interaction rather than just a hurried routine.

If a member of staff has to help a child get changed, he/she must inform another member of staff of what he/she is doing and where possible that member of staff should make sure they can stay in view of the staff member they have informed, to ensure this can happen it is often helpful to use positive reinforcement to encourage the child to help with as much of the changing process as possible.

Children are changed by staff members only and never by a student or volunteer. A written record is kept of when and why the child was changed, signed by the designated adult, witnessing adults and the parent/carer who will be informed during collection that day.

Staff will have regard to strict hygiene procedures by wearing disposable gloves and aprons and appropriate cleaning equipment should be used. Children are not permitted to take toys or any other equipment into the bathroom.

Children are encouraged to use the toilet independently and encouraged to carry out a hygienic toilet routine such as flushing, handwashing etc. staff will only intervene as and when necessary.

If a member of staff has any concerns about physical changes in a child's presentation such as marks, bruises, soreness he/she will immediately report concerns to the Designated Child Protection Officer.

An incident report will be completed and where appropriate parents/carers will be asked to give an explanation and to sign and date the report. If required, the Designated Officer will inform the Gateway Team, if there is any reason to believe the child is at risk from significant harm. If it is necessary the Gateway Team will then initiate joint protocol along with the PSNI. Where appropriate, parents will be kept informed at all times of this process.

Management of personal care during Covid19

Staff will continue to encourage children to have as much independence as possible when it comes to personal care however if it is necessary staff will intervene to assist and help a child as and when needed. If a staff member assists a child with any personal care where it is suspected that the child may have symptoms of Covid 19 or have been in close contact with a positive case, they will wear the appropriate protective equipment such as gloves, apron and a face covering due to the close contact and possible exposure to bodily fluids.