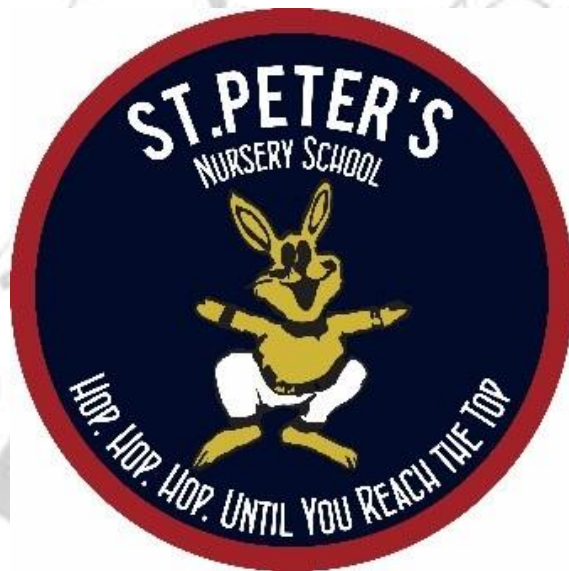


St Peter's Nursery School Intimate Care Policy



INTRODUCTION

The Intimate Care Policy and the Child Protection Policy have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children. Nursery age children can be vulnerable, and staff involved with their intimate care need to be sensitive to their individual needs. They need to ensure that they:

- Maintain the dignity of the child
- Are sensitive to their needs and preferences
- Maximise safety and comfort
- Respect the child's right to give or withdraw their consent
- Encourage the child to care for themselves as much as they are able and protect the rights of everyone involved

DEFINITION

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

Intimate care in the nursery can include:

- Feeding
- Washing
- Dressing/undressing
- Toileting
- Photographs
- First Aid

PRINCIPLES OF INTIMATE CARE

The following are the fundamental principles upon which the policy and guidelines are based:

- 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
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities
- Every child has the right to express their views on their own intimate care and to have such views considered
- Every child has the right to have levels of intimate care that are as consistent as possible.

SCHOOL RESPONSIBILITIES

All staff working in the school must be vetted through the official organisation. This includes students on work placement and volunteers.

Vetting includes

- Access NI checks
- Pre-employment checks
- Two independent references

It is the school's responsibility to ensure that:

- Only Nursery teachers and assistants should undertake the intimate care of the children.
- The principal must ensure that all staff undertaking the intimate care of children are familiar with and understand the Intimate Care Policy together with associated policies and procedures.
- If working with a child with a Statement of Needs which identifies Intimate Care Issues as an area for support and an assistant is employed to carry out the associated duties, relevant training will be given (to that assistant) and the member of staff will understand and carry out duties in line with policies and procedures. A Personal Care Plan will be put in place for that child.
- Intimate Care arrangements must be agreed by the principal, parents/guardians and child (if appropriate).
- Intimate care arrangements must be recorded in the child's personal file and consent forms signed by parents/guardians and child (if appropriate)
- The principal will need to make provision for emergencies i.e. a staff member on sick leave. Additional staff should be available to undertake specific intimate care tasks.
- Intimate care arrangements should be reviewed regularly and the views of all relevant parties, including the child (if appropriate), should be sought and considered to inform future arrangements.
- If a staff member has concerns about a colleague's intimate care practice, they must report this to the Designated/Deputy Designated Child Protection teacher.
(As displayed on Parent Information Board)

GOVERNORS RESPONSIBILITIES

- The Board of Governors of St Peter's Nursery School will ensure that sufficient staff are trained to meet the needs of their learners.
- The Board of Governors of St Peter's Nursery School will ensure that this policy is monitored and reviewed at least every three years.

PARENTS/GUARDIANS RESPONSIBILITIES

- Parents/Guardians must ensure that they provide all relevant information to school so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.
- Parents/Guardians must ensure that they work towards their child achieving the maximum possible level of independence at home.
- Parents/Guardians of children with an SEN or medical need should work with school to develop and agree a care plan.
- Parents/Guardians must make sure that school always has required equipment available for their child's intimate care or toileting needs.
- Parents/Guardians must ensure that school always has their emergency contact details.

CHILDREN'S RESPONSIBILITIES

- To be as involved as possible in their intimate care and with their care plan.
- To let school staff know when they are aware that they need assistance.
- To let their parent/guardian or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

GUIDELINES FOR GOOD PRACTICE

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every staff member involved with the intimate care of children. It is important to bear in mind that some care tasks/treatments can be open to misrepresentation. Adhering to these guidelines of good practice should safeguard children and staff.

These are outlined below:

- All parents/guardians will be made aware of the Intimate Care Policy and the guidelines and arrangements regarding changing their child.
- Parents/Guardians will have the option to give or withdraw their consent for their child to be changed digitally via google forms when completing the data capture form at the beginning of the school year.
- Parents / Guardians will be informed that in instances of soiling they will be contacted to come change/collect their child. We aim to keep physical contact with children to a minimum and this type of care can be invasive; to protect all children and staff these guidelines will be followed.

- A Personal Care Plan will be drawn up for children with a Statement of Need that require help with toileting and all relevant staff, parents/guardians and professionals must agree upon the procedures to be followed.
- Involve the child, if possible, in their intimate care:
 - Ask for their consent before helping to change them.
 - If they consent, try to encourage their independence (see appendix 2 - level of care scales).
 - If they refuse, contact home.
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
- Make sure procedures in intimate care are consistent. As a child can have multiple carers a consistent approach is essential. Effective communication between parents/guardians and the school ensures practice is consistent.
- Due to the need to supervise the rest of the class, two members of staff **will not** be present when a child is being changed. However, the member of staff changing the child will alert the other member of staff prior to starting to change the child. They will also inform the other staff member when finished.
- Be aware of own limitations. Only carry out care activities you understand and feel competent and confident to carry out that have been agreed upon and listed in the policy or are on the child's plan if one in place.
- Any concerns must be reported to the Designated or Deputy Designated teacher for Child Protection.
- If a child is changed for any reason the member of staff who changed them must post a 'changing record', which explains to the parents / guardians what has happened, in the child's electronic pupil profile on seesaw and tag the intimate care folder. This will also act as a change record so as the nursery can keep an accurate record of any changes made in the school.
- Children should be toilet trained to come to nursery school however we will not refuse a child entry if they have frequent accidents or if they wear nappies. The following reasonable adjustments can be put in place after a discussion with parents/guardians:
 - A delayed starting date.
 - A reduced day.
 - An agreement between parents/guardians and the school that a parent/guardian will come and change their child's nappy at an agreed time each day.
- It is **NOT** the responsibility of school staff to toilet train the children in their care, this is the responsibility of parents/guardians, however, we will support parents/guardians and children through the toilet training process.

INTIMATE CARE

- (a) The delivery of intimate care by professionally qualified staff will be governed by their professional code of conduct in conjunction with the school's policies and procedures.
- (b) When intimate care is being carried out, all children have the right to dignity and privacy.
- (c) If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance.
- (d) Report concerns to Designated teacher immediately and make a written record.
- (e) Parents/carers must be informed about any concerns.

COMMUNICATION WITH CHILDREN

It is the responsibility of all staff caring for the child to ensure that they are aware of the child's method and level of communication. Children communicate using different methods e.g. words, signs, symbols, body movements and other gestures.

To ensure effective communication:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect.
- If the child does not consent to changing do not proceed. Contact parent / guardian.

We understand that accidents can happen, the children are only little and are still learning. Our nursery will always remain a failure free zone. Our aim is to love, care, support and foster independence. In partnership with you and any relevant organisations we will 'work together to achieve success' as we support our children to 'hop, hop, hop until they reach the top'.

Appendix 1

Changing Routine

If a child has an accident:

1. Discreetly inform another staff member within the room that the child needs changed.
2. If a child has soiled the class teacher should telephone their parent / guardian and ask them to come and change their child.
3. If wet, direct child to cubicle and ask would they like help to change.
4. If the child refuses help but needs help offer them a choice - would you like another member of staff to help you or shall we ring home?
5. If consent is given, ask child to remove their shoes and clothing (assist if needed)
6. Give the child a change of clothing and help them get changed.
7. Place wet clothing in a plastic bag and hang on the child's peg.
8. Post a 'changing record' which explains to the parents / guardians what has happened on the child's electronic pupil profile on seesaw and tag to the intimate care folder.

Note to Staff:

Remember to use the gloves, toilet wipes and change bags available
These must be disposed of appropriately.

Appendix 2

Level of care scale when changing children:

Level 1 if the child is totally independent and needs you only to supply clean dry suitable clothes.

Level 2 if the child needs help to remove clothing and shoes

Level 3 if the child needs help to remove and put on clothes

Level 4 if the child needs help to clean/wash him/herself