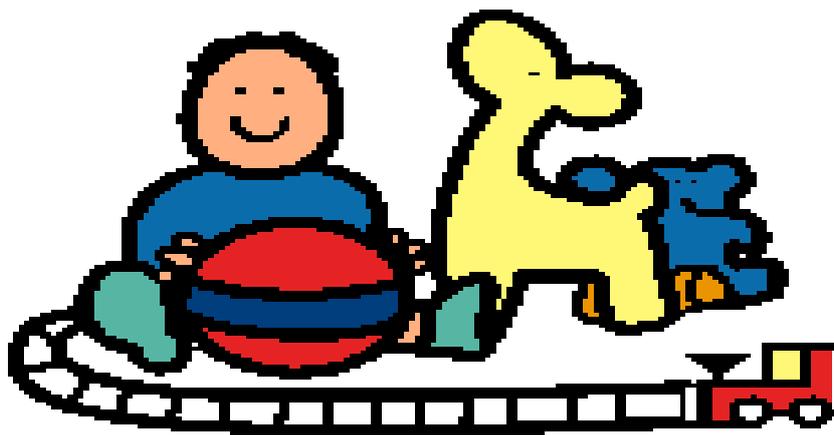


St. Luke's Nursery School

Intimate Care Policy and Guidelines Regarding Children

(updated September 2020)



INTRODUCTION

The Intimate Care Policy and Guidelines Regarding Children have been developed to safeguard the children and staff of St. Luke's Nursery School. They apply to everyone involved in the intimate care of children.

Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

The Intimate care Policy and Guidelines should be read in conjunction with the Area Child Protection Committee's Regional Policy and Procedures April 2005.

DEFINITION

Intimate care may be defined 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 needs of their child, and staff have a responsibility to work in partnership with children and parents.

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Photographs
- Catheter and stoma care
- Supervision of a child involved in intimate self-care.

The main areas of Intimate Care in the Nursery School are toileting and changing of wet or soiled clothes.

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 taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

N.B. All Nursery/temporary staff are trained in dealing with toileting and changing incidents in the most sensitive way possible.

SCHOOL RESPONSIBILITIES

- All staff working with children must be vetted by Access N.I. This includes students on work placement and volunteers. Vetting includes:
 - Access NI checks
 - Pre-employment checks
 - Two independent references
 - **Only** named staff identified by St. Luke's Nursery School should undertake the intimate care of children (i.e., permanent / temporary staff)
 - The Principal must ensure that all staff undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy and Guidelines together with associated Policy and Procedures, e.g., ACPC Regional Policy and Procedures 2005, Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.
 - All staff must be trained in the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.
 - Intimate care arrangements must be agreed by the school, parents, carers and child (if appropriate).
- N.B. Please read, agree and sign pages at the back of this booklet.***
- Intimate care arrangements must be recorded in the child's personal file and consent forms signed by the parents/carers and child (if appropriate) before beginning Nursery School.
 - Staff should not undertake any aspect of intimate care that has not been agreed between the school, parents, carers and child (if appropriate).

- The school needs to make provisions for emergencies, i.e., a designated staff member on sick leave. Additional trained staff should be available to undertake specific intimate care tasks. Do not assume someone else can do the task. [Two staff members are fully trained in catheterisation].
- All member of staff must wear full PPE when undertaking any aspect of intimate care.
Donning and Doffing EA training completed by Staff August 2020.
- Intimate care arrangements should be reviewed annually. 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 their designated manager/teacher i.e., Principal as Designated Child Protection Officer or Deputy Designated Child Protection Officer.

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 member of staff involved with the intimate care of children.

Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

Staff also need to be aware that some adults may use intimate care as an opportunity to abuse children. It is important to bear in mind that some care tasks/treatments can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard children and staff.

(a) Involve the children in their intimate care:

Try to encourage a child's independence as far as possible in his/her intimate care. Where the child is fully dependent talk with them about what is going to be done and give them choice, where possible.

Check your practice by asking the child/parent any likes/dislikes while carrying out intimate care and obtain consent.

(b) Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation

A lot of care is carried out by one staff member/carer alone with one child. The practice of providing one-to-one intimate care of a child alone is supported, unless the activity requires two persons for the greater comfort/safety of the child or the child prefers two persons.

(c) Make sure practice in intimate care is consistent

As a child can have multiple carers a consistent approach to care is essential. Effective communication between parents/carers/agencies ensures practice is consistent.

(d) Be aware of own limitations

Only carry out care activities you understand and feel competent and confident to carry out. If in doubt ASK. Some procedures must only be carried out by staff who have been formally trained and assessed, e.g., enteral feeding, rectal diazepam, catheterisation.

(e) Promote positive self-esteem and body image.

Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their 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.

(f) If you have any concerns you must report them

If you observe any unusual markings, discolorations or swelling, including the genital area, report immediately to your designated manager/teacher.

If during the intimate care of a child you accidentally hurt them, or the child appears to be sexually aroused by your actions, or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to your designated manager/teacher.

Report and record any unusual emotional or behavioural response by the child.

A written record of concerns must be made and kept in the child's nursing/medical notes/personal file.

It is important to follow your school's reporting and recording procedures.

Parents/carers must be informed about concerns.

Please refer to:

- Regional Area Child Protection Committee Child Protection Procedures – April 2005.
- DENI Child Protection and Pastoral Care Guidance 1999.
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.

WORKING WITH CHILDREN OF THE OPPOSITE SEX

(a) Principles

- There is a positive value in both male and female staff being involved with children.
- Ideally, every child should have the choice of carer for all their intimate care.
- The individual child's safety, dignity and privacy are of paramount importance.

The practical guidelines set out below, are written in the knowledge that the current ratio of female to male staff means we are far less likely to be able to offer the choice of same sex carer to male children.

(b) General Care

Male and female staff can be involved with children of either sex in:

- 1) Keyworking and liaising with families
- 2) Co-ordinating of and contribution to a child's review.
- 3) Meeting the developmental, emotional and recreational needs of the children.
- 4) Escorting the children between sites, on outings and to clinics unless intimate care is needed.

(c) Intimate Care

Wherever possible, boys and girls should be offered the choice of carer and second carer. Where there is any doubt that a child is able to make an informed choice on these issues, the child's parents are usually in the best position to act as advocates.

It may be possible to determine a child's wishes by observation of their reactions to the intimate care they receive. Do not assume that a child cannot make a choice.

The intimate care of boys/girls can be carried out by a member of staff of the opposite sex with the following provisions:

- (a) The delivery of intimate care by professionally qualified staff will be governed by their professional code of conduct in conjunction with agency policy and procedures.
- (b) Staff who are not covered by a professional code of conduct must follow policy and procedures in operation within their agency and direction and agreement must be provided by the Designated Manager/Principal.

(c) When intimate care is being carried out, all children have the right to dignity and privacy, i.e., they should be appropriately covered, the door closed or screens/curtains put in place.

(d) 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.

(e) Report concerns to your Designated Manager/Teacher and make a written record.

(f) Parents/carers must be informed about concerns.

COMMUNICATION WITH CHILDREN

It is the responsibility of all staff caring for a 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, eye pointing.

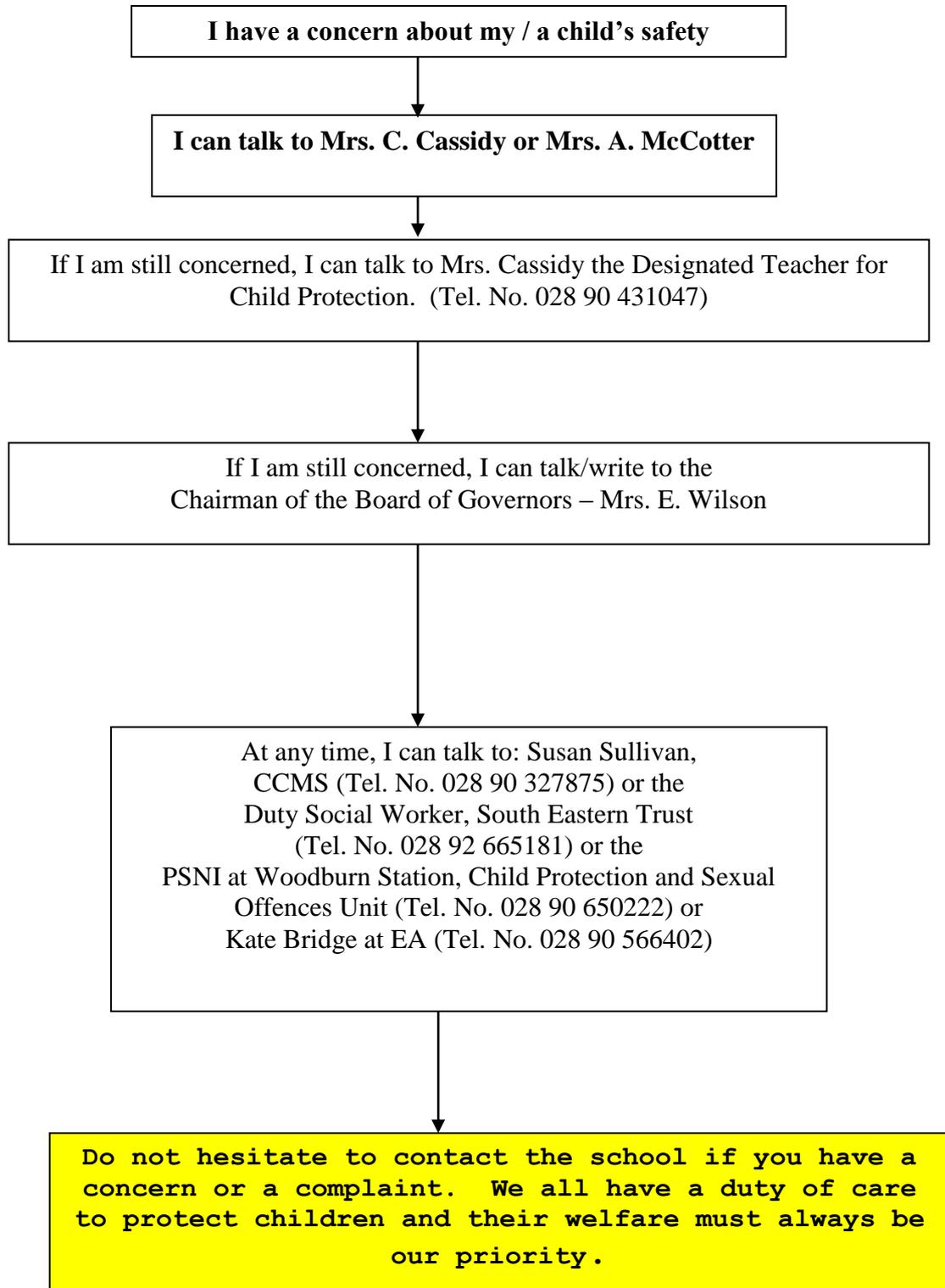
To ensure effective communication:

- Ascertain how the child communicates, e.g., consult with child, parent/carer and, if appropriate, communication needs must be recorded (please refer to Appendix 1, Communication Proforma for Intimate Care: How I Communicate). If further information is required please consult with the child's Speech and Language Therapist.
- 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.

CHILD PROTECTION

RECORD OF CONCERN PROCEDURE PARENTS

How a parent can record a concern:



RISK ASSESSMENT POLICY

Educational Visits

Statement:

We in St. Luke's Nursery School feel that it is important to plan and manage all our activities in such a way as to minimise opportunities for our children to suffer harm of any kind while in our care.

Good management and efficient administration practices for all staff will help to ensure the smooth and responsible running of our Nursery School.

When leaving St. Luke's Nursery School to go on educational visits we will ensure the following:

- a) There is a suitable adult/child ratio taking into account any special needs our children may have.
- b) All volunteer helpers will be thoroughly briefed as to their responsibilities when on educational visits.
- c) All venues will have been risk assessed **in advance** of our visit to ensure that there will be no unforeseen difficulties.
- d) The parents will have signed Consent Forms in advance to allow their children to leave St. Luke's Nursery School premises with staff. The staff will have first aid box/tissues/several changes of clothes/emergency phone numbers with them in case of an accident. There will always be someone fully qualified in First Aid on every trip.
- e) When on bus staff will ensure children are wearing seatbelts and will double check number of children before leaving school, on arrival at venue and before return to school.
- f) If any child behaves in such a manner as to be a danger to him/herself or any of the other children, that child will not be allowed to go on subsequent educational visits.
- g) On return to school the staff will evaluate how the trip went and decide on any changes that may be needed for a return visit (if necessary).
- h) Educational visits will be postponed this academic year due to COVID-19.

A detailed Policy on Educational Visits is available in the school for any parent who wishes to have a copy.

CHILD PROTECTION INFORMATION FOR PARENTS

Our Child Protection policy includes:

- All staff and students with substantial access to children are vetted.
- St. Luke's has a written policy and procedures on Child Protection, which are available if parents wish to read them. A copy is always on display in the Front Hall.
- The identified person responsible for reporting abuse is Mrs. Cassidy (Principal).
- We are obliged to maintain an appropriate record-keeping system for all reported abuse or suspicions or allegations of abuse.
- We have a complaints procedure for parents (see Parents Notice Board).
- We have procedures for monitoring any child on the Child Protection Register.

St. Luke's Nursery has policies which include

- ❖ A Code of Conduct for Staff
- ❖ An Anti-Bullying Policy
- ❖ Training for all Staff is ongoing and updated every September.

Staff are:

- Able to identify signs and symptoms of abuse.
- Know the procedures for reporting disclosures, suspicions or allegations of abuse, whether about abuse outside St. Luke's Nursery or abuse by a member of staff.
- Know the procedures for reporting if the suspicions or allegations concern the responsible person, i.e., Chair of Board of Governors, Mrs. Elizabeth Wilson.

The Principal's role, as responsible person, is to know:

- The proper procedures for dealing with a disclosure from a child, suspicions raised by a member of staff or an allegation of abuse made by a parent or other person outside St. Luke's.
- The proper procedures for handling a suspicion or allegation against a member of staff or the Board of Governors.
- Who to contact for advice and guidance.
- The correct reporting procedures.
- How to talk to children following a disclosure or to ascertain if a suspicion is well-founded.

Please complete the following six sheets and return to your child's teacher or to the Office.

St. Luke's Nursery School

Principal: Mrs. Cathy Cassidy
stlukes.cathy@gmail.com
Tel. No. 028 90 431047
Fax No. 028 90 623695

Glasvey Drive
Twinbrook
Belfast
BT17 0DB

May 2020

Dear Parent

Over the past twelve years the Nursery School has developed strong links with the local Health Centre.

We wish to retain as many links as we can.

Do you give the school permission to liaise with any professionals involved with your child especially regarding:

- Health Visitor
- Appointment dates
- Physio / Occupational Therapy / Eyesight / Hearing
- Speech and Language

throughout this school year?

Please sign the Reply Slip below and return to your child's teacher or Mrs. McLean (Office).

Thank you.

Yours faithfully,

CATHY CASSIDY (Mrs.)
Principal.

REPLY SLIP

I consent / do not consent to the above.

Child's Name:

Parent's/Guardian's Signature:

Date:

APPENDIX 1

Communication Proforma for Intimate Care How I Communicate

Name:

Date:

I communicate using words/signs/communication book/communication aid/body movements.

I indicate my likes/preferences by:

I indicate my dislikes by:

I show I am happy by.....and
unhappy by.....

If appropriate please complete the following:

When I need to go to the toilet I

When I need changed I.....

Additional information

Speech and Language Therapist:

Occupational Therapist:

Key worker(s):

Contact Number(s):

Parent/carer signature

St. Luke's Nursery School

Intimate Care Policy

Dear Parents

There are occasions in the Nursery when a child may require a change of clothes. For your child's comfort, we would like your permission to change his/her clothing, should the occasion arise. Please complete the Consent Form below.

I agree to a member of St. Luke's Nursery School Staff changing my child's clothing or wiping after a toileting accident.

I understand that all staff, when dealing with Intimate Care, must wear full PPE as outlined by the Education Authority and as a result of COVID-19. This is to ensure safety of child/adult when remaining one metre distance is impossible when dealing with bodily fluids.

I also understand that on the first day of each new term children are required to bring a box of tissues/baby wipes to school.

I have read and agreed the full Intimate Care Policy received in September.

SIGNED :

DATE :

St. Luke's Nursery School

Dear Parent,

Due to the new legislation, i.e., Data Protection, Human Rights, Child Protection, we require your permission to take photographs or video imagery of your child. We use these photographs for various purposes throughout the year, e.g., display, talk-about booklets, curriculum development, observations, record of events, etc.

We cannot be responsible for photographs or video imagery taken by others at concerts or special events during the year.

Please sign the Reply Slip below and return to the class teacher as soon as possible.

CATHY CASSIDY (Mrs.)
Principal.

.....

REPLY SLIP

I do / do not give permission for photographs to be taken of my child(ren).

Child's Name :

Parent's/Guardian's Signature :

St. Luke's Nursery School

DOCTOR INFORMATION

DOCTOR'S NAME:

ADDRESS:

.....

TELEPHONE NUMBER:

HEALTH VISITOR'S NAME:

RELEASE:

If emergency treatment is required and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the school authorities to exercise their own judgement in calling the doctor indicated above or to transport the child to the nearest hospital Casualty Department.

This signature will also empower school staff to administer medicines. Please note this does not apply to antibiotics. If a child is taking an antibiotic he/she should **not** be at school until the course is completed.

SIGNATURE OF PARENT/GUARDIAN:

DATE:

PLEASE INDICATE ANY MEDICATION TO BE ADMINISTERED:

TYPE:

QUANTITY:

TIME:

St. Luke's Nursery School

CHILD PROTECTION / SAFEGUARDING FORM

Dear Parent

Child Protection, rightly, has a very high profile in schools. For the protection of both children and staff our school has a Child Protection Policy, a copy of which is available on request. Please take time to read this policy and then return the completed form (below) to the class teacher as soon as possible.

CHILD'S NAME:

If the need should arise, do we have your permission to use Plasters? YES NO

Can your child attend to himself/herself at the toilet and does he/she have any particular words/phrases used in connection with the toilet?

.....

If your child wets or soils his/her pants do we have your permission to change his/her clothes? YES NO

If your child is sick or gets wet, do we have your permission to change them? YES NO

SUNCREAM: When the weather is warm/hot, please apply suncream to your child before they leave the house to come to Nursery.
Permission to apply suncream, when necessary. YES NO

I am aware that there is a full copy of the Policy on Child Protection / Safeguarding on the Noticeboard in the Front Hall.

SIGNED: (Parent/Guardian)

Please note: A full copy of the Nursery School's **Child Protection / Safeguarding Policy** is available for any parent who would like one.