**COOKSTOWN NURSERY SCHOOL**

**Intimate Care Policy**

**1 Context**

The Intimate Care Policy is particular to our school and we see that the welfare of the child is paramount. We want children to develop independence and we want to work in partnership with parents.

This policy has been developed to safeguard both children and staff. Disabled children can be especially vulnerable and staff need to be sensitive to their particular needs. This policy has been drawn up with guidance from:

 SBNI Regional Child Protection Policy & Practice

 EA Child Protection Policy

 Cookstown Nursery School Child Protection and Pastoral Care Policies

 Children (NI) Order 1995

 Human Rights Act 1998

**2 Definition**

Intimate care may be defined as any activity required to meet the personal care needs of each individual child (in partnership with the parents / carers and child).

In our school Intimate Care can include:

 \* Feeding

 \* Washing if child has soiled.

 \* Dressing / undressing

 \* Toileting

 \* Photographs

 \* Treatments such as enemas, suppositories etc.

 \* Catheter care

 \* Supervision of a child involved in intimate self-care

Parents / carers have a responsibility to advise staff of the intimate care needs of their child.

**3 Principles of Intimate Care**

The following are the fundamental Principles of Intimate Care 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

**4 Intimate Care within our School**

In accordance with our admission procedure, it is expected that all children will be toilet trained by the time of admission to the school. However, if parents feel there may be difficulties with this they should contact the Principal upon starting nursery.

In the case of a child who is not toilet trained ,staff will provide guidance and signpost support from health visitors etc. A toilet training routine needs to be established within the **home** environment although we will work together with parents in consolidating this routine in nursery school. However should the situation become un managable, whereby excessive changing is needed, appropriate arrangements may be put in place ie shortened day.

Should a toileting incident occur during the school day, staff will assist in changing the child’s clothes. For those children with special educational needs, who are not toilet trained this may mean daily nappy changing.

Intimate care of a child may be carried out by the teaching staff, nursery assistants, or domestic assistants. All staff undertaking this care should be familiar with the Intimate Care Policy and our Child Protection Policy.

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.

All intimate care arrangements must be agreed by the school and parents / carers whenever starting school. Intimate Care procedures are outlined within our Parents’ Awareness Leaflet which parents sign if they agree to their child being changed as necessary. Any parent who does not wish to sign for consent will be contacted to come to school to change their own child.

However, if the parent cannot be contacted within **10 minutes of the incident**, the school reserves the right to go ahead and change the child in the interest of their comfort and to minimise distress to themselves and staff members.

In the case of children with special educational needs, who are not toilet trained, parents are shown around our special needs bathroom and asked to sign a changing procedures form ( see attached sheet) or a multi disciplinary care plan will be agreed with the consent of the parents.

Intimate care arrangements will be renewed each year as new children come to our school. If a staff member has concerns about a colleagues intimate care practice they must report this to the designated teacher.(Mrs Julianne Fleming)

**5 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.

Disabled children can be especially vulnerable. The staff who are 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.

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

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

If a member of staff observes any unusual markings, discolourations or swelling including the genital area, they will report this immediately to the designated teacher (Mrs Julianne Fleming)

On each occasion where a child has been changed, staff will sign a slip for parents giving details of the reason for the change. A record will be co signed by another staff member and kept by the school.

Date Policy Reviewed: 19-1-2017

Mrs J Fleming (Principal)

 Mr Paul Mitchell (Chair of Board of Governors)

**COOKSTOWN NURSERY SCHOOL**

**PROCEDURES FOR CHANGING CHILDREN WITHIN NURSERY SCHOOL**

Should a child have a toileting accident and require changing during the school day, the following steps will be taken.

* The child will be reassured by a member of staff who will escort them to the children’s bathroom area.
* Staff will inform another staff member of the incident and go to retriveve the child’s changing bag from the cloakroom.
* The child will be encouraged, where possible, to remove wet/soiled clothing and clean themselves if required. Staff assistance may be given to those who require additional help.
* When the change is complete, both adult and child will wash their hands before returning to the classroom.
* Children’s wet/soiled clothing will be placed into a plastic bag with a note outlining the reason for the change and signed by the staff member who carried out the change.
* An additional record , retained by school will be signed by the staff member and countersigned by a second staff member when the change is complete.

**\*If a situation is deemed to be more serious ie: diarrhoea, where the child may require a shower/ bath, the parent will be contacted immediately to collect the child**.

**COOKSTOWN NURSERY SCHOOL**

**CHANGING PROCEDURES FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

**NAME OF CHILD:…………………………………………………………….**

**STAFF INVOLVED:…………………………………………………………..**

Should the above mentioned child require a nappy change at any time during the school day, the following procedures will be followed:

* Check in with the child, preparing them for the transition and explain to them what is happening.
* The member of staff working with the child will inform other staff members before leaving the classroom.
* The changing procedure will take place using the special facilities within our specialised toilet area.
* There may be only one member of staff undertaking this procedure unless an individual care plan has been agreed.
* The child will be laid on the changing table for the procedure.
* The member of staff, wearing disposable gloves provided, will remove the soiled nappy,clean the child and put on a clean nappy.
* The soiled nappy will be disposed of in the appropriate bin within the changing area.
* Both staff member and child will wash their hands.
* The child and staff member will return to the class immediately following the procedure.

I, ……………………………., have read the procedures to be followed and am happy with the arrangements and agree to follow them.

Signed:………………………………(Staff member)

I, the parent/guardian of …………………………….. am happy for the above-named staff member to change my child, following the above procedures.

Signed:……………………………..(Parent/Guardian) Date:……………………….

**Annex to Intimate Care Policy – COVID-19**

**September 2020**

We will continue to meet the needs of those children who require intimate care. If your child has a particular toileting need/difficulty parents should contact call teacher to discuss. An appropriate risk assessment will be put in place. During intimate care PPE must be worn. Please see guidance below (DE Restart Guidance 13.8.20) We will ensure this is carried out in a sensitive way. All staff have had awareness training on putting on and removal of PPE.

Use of Personal Protective Equipment (PPE) / Face Coverings

The PHA has published guidance to support safe working in educational settings in Northern Ireland. This advises that routine use of PPE within the education settings is not required other than for certain tasks deemed to be of higher risk of transmission. PPE is only needed in a very small number of cases. These are:

* Working with children, young people and pupils whose care routinely already involves use of PPE, due to their intimate care needs; and
* Giving children medication

PPE in the following situations means:

* Fluid resistant surigical face masks
* Disposable gloves;
* Disposable plastic aprons; and
* Eye protection (for example a face visor or goggles)

Where PPE is recommended, this means that:

* A face mask should be worn if a distance of 2m cannot be maintained from someone with symtoms of COVID-19

**(symptomatic children should not be in school)**

* if contact is necessary, gloves, an apron and a facemask should be worn; and
* if a risk assessment determines that there is a risk of fluids entering the eye (e.g. from coughing, spitting or vommitting), eye protection should also be worn.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on donning (putting on) and doffing (taking off) PPE safely to reduce the risk of contamination.

**Face masks:**

* MUST cover both nose and mouth
* MUST be changed when they become moist or damaged
* MUST be worn once and the discarded- hands must be cleaned after disposal
* MUST NOT be allowed to dangle around the neck; and
* MUST NOT be touched once put on, except when carefully removed before disposal.