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Good Shepherd

Nursery

School

Condensed Intimate Care Policy

for Parents

**Introduction**

This parental condensed Intimate Care Policy has been taken from our full intimate Care Policy and has been developed to safeguard children and staff and follows the guidelines distributed by “Intimate Care and Policy Guidelines Regarding Children” document (https://www.healthni.gov.uk/sites/default/files/publications/dhssps/intimate-care-policy.pdf )

The pastoral care of our children is central to the aims, ethos and teaching programmes in Good Shepherd Nursery School and we are committed to developing positive and caring attitudes in our children. Our Intimate Care Policy is part of our umbrella of pastoral care and safeguarding policies, the full Intimate Care Policy can be requested at any time.

Children and young people at school often require support in personal care. Children in the early years of school and those with physical disabilities and learning difficulties may require assistance in managing their personal needs. Other pupils, because of accident or illness, may also at some time require such assistance. Many pupils have support staff to assist them in all aspects of school life including personal care while others may rely on the help and goodwill of staff and peers.

‘Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.’ (2.0, ACPC Regional Policy and Procedures). In school this may occur on a regular basis or during a one-off incident. In some instances more specialized intimate assistance may be needed for children with physical or medical difficulties.

Intimate care is any care which involves one of the following:

* Assisting a child to change his/her clothes
* Changing or washing a child who has soiled him / herself
* Assisting with toileting issues
* Supervising a child involved in intimate self-care
* Providing first aid assistance
* Providing comfort to an upset or distressed child
* Feeding a child
* Providing oral care to a child
* Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

Good Shepherd Nursery School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child’s individual needs.

**Good Shepherd Nursery School Policy aims to:**

* Safeguard the dignity, right and well being of children
* Provide guidance, support and protection to staff, reassure parents that their children are cared for and protected.
* Ensuring the child has the right to assistance that respects his/her dignity and to feel safe when being moved or handled.
* Ensuring that the child has the right to feel comfortable with the adult/s assisting, him/her and to make it known if this level of comfort is disturbed.
* Ensuring that he child should be encouraged to engage in the care procedure, to know what is happening and give permission of each stage.
* Encouraging the to work towards independence and helped to do as much as possible for him/her.

**Changing a child who has soiled him/herself**

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school or request the parent/carer to collect the child for changing. In either circumstance the child’s needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

* The child has a right to assistance that respects his/her dignity and to feel safe when being moved or handled.
* The child has the right to feel comfortable with the adult assisting him/her and to make it known if this level of comfort is disturbed
* The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
* School will have a supply of wipes, clean underwear and spare clothes for this purpose. (A supply of clean clothes should be kept on the child’s peg in the hall area provided by the child’s parents on their first day at school).
* If a child is not able to complete this task unaided, school staff will support the child in doing so.
* If staff feel that it is too intimate to clean or the child does not want the staffs help then a parent will be contacted.
* If the emergency contact can come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
* If the emergency contact cannot attend, school will seek verbal permission for staff to change the child. If none of the contacts can be reached the Principal is to be consulted and the decision taken on the basis of loco-parentis and our duty of care to meet the needs of the child.
* The member of Staff who has assisted a pupil with intimate care will follow

Child Protection/Safeguarding Guidelines

* Ensure that the action you are taking is necessary. Get verbal agreement to proceed

**School Responsibilities**

All members of staff working with children are vetted by the Education Authority. This includes students on work placement and volunteers (although they will never be left alone with a child). Vetting includes criminal record checks and two references.

Only those members of staff who are familiar with the intimate care policy and other Pastoral Care Policies of the school are involved in the intimate care of children. Where anticipated, intimate care arrangements are agreed between the school and parents and, when appropriate and possible, by the child. Consent forms are signed by the parent and stored in the child’s file.

**Parents**

Parents have the right to information regarding school policy and procedures designed to meet the needs of their child. Good Shepherd Nursery School will work closely with parents to ensure that all aspects of the care procedure are shared and understood.

Parents have a responsibility to ensure that all relevant information is provided to help Good Shepherd Nursery School assist their child in an appropriate way. Parents will meet the adult/s who will provide intimate care to the child and be informed of the school’s arrangements in the event of this person/s being absent.

The school should gain written permission from parents for the care to be provided. (Appendix 1)

**Confidentiality**

Information regarding agreed procedure must be treated confidentially and recorded/held only in the child’s school file.

Information should not be disclosed or discussed with any adults other than those with responsibility for the child’s personal care and should not be referred to in the presence of other children

Care should be provided at agreed times, at the child’s request or in response to an agreed signal. Staff should make themselves familiar with the child’s manner of communication, whether verbal, sign or eye contact.

Appropriate terminology for parts of the body and bodily functions should be clarified between the child, parents and his/her assistant/s.

The school is committed to ensuring that all staff undertake their responsibilities in such a way that the rights, dignity and welfare of the children is protected.

The school is committed to ensuring that staff undertaking these responsibilities are supported by policy, training and monitoring.

All the school staff receive Child Protection training, undertake to help children do as much as possible for themselves and develop each child’s ability to achieve independence. Staff receive appropriate specialised training and are provided with facilities and equipment to ensure safety, privacy and dignity.

An Intimate Care plan is drawn up for each child requiring such assistance and is carefully planned and agreed in consultation with parents and child. Provision is monitored and regularly reviewed to ensure that policy and procedure is adhered to and that children and staff remain comfortable with the school’s arrangements.

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Parents will be asked to provide two emergency contact numbers at which they, or a nominated adult, can be contacted as and when required. They should make themselves available, if necessary, to change their child in school, or in the event of an accident, to take their child hospital, or administer the appropriate medication.

Medication will only be administered by staff in life-threatening situations with the approval of parents, and with the necessary training.

Children who are unwell should be kept at home until fit to return to school.

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Good Shepherd Nursery School has an effective Intimate Care Policy in place reflecting guidance that supports our procedures in place. Following the Government’s decision for some pupils to return to school from the 1st June 2020, the following amendments to the existing Intimate Care Policy will be followed.

This COVID-19 addendum reflects how we have adapted our provision to meet the current circumstances.

Definition of Intimate care:

‘Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.’ (2.0, ACPC Regional Policy and Procedures)

Social distancing and Intimate Care

* Any member of staff engaging in intimate care with some pupils must wear PPE provided, Disposable apron, rubber gloves, face mask, visor (if deemed necessary)
* Staff will refer to the guidance for how to safely put on (donning) and take off (doffing) PPE which has been watched in nursery and can be found here: https://www.eani.org.uk/services/eatv/principal-videos/how-to-don-ppe
* If a member of staff has been identified as vulnerable and instructed to not provide personal/intimate care as a result of their risk assessment, they must not engage in an activity that would pose a threat. This includes nose-wiping, toileting, attending to nose bleeds etc.
* If a second member of staff is required. The second member of staff will then attend whilst adhering to social distancing guidelines.
* Soiled clothes should be double bagged and kept in a safe area at least 2m away from staff and pupils, clothes will not be rinsed out.
* Wherever possible, the child will be encouraged to fulfil their own intimate care needs independently, under the direction of staff.
* In the event of a child requiring a more thorough wash than school can provide, the parent/carer will be called and asked to take their child home. The principal will make the decision whether it is appropriate for this line of action to be taken.
* Similarly if a child does not want staff to support them in the changing process, then the parent/carer will be contacted immediately.
* Parents will agree to guidelines set down within the Covid Addendum.

**Review**

This addendum will be reviewed on an ongoing basis, according to changes in guidance from the relevant authorities:

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Home/School Partnership Agreement

* I have read the intimate care policy and the COVID-19 Addendum and I understand and agree to the procedures that would be followed if my child requires toileting support or intimate care.
* Signed (parent/carer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  Date: \_\_\_\_\_\_\_\_\_\_\_\_