



Phoenix Integrated Nursery Unit

Intimate Care Policy

Developed Term 1 2015-16
Review Term 1 2018-19
Reviewed 01.12.21/15.10.22
Reviewed 11.10.23

Signed: 

Chairperson of the Board of Governors

Intimate Care Policy for Phoenix Nursery Unit

This policy has been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children within our unit.

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 the school of the intimate care needs of their child. Staff have a responsibility to work in partnership with children and parents.

Intimate Care within the Nursery Unit can include:

- o Feeding
- o Oral care [brushing teeth]
- o Washing
- o Dressing/undressing
- o Toileting
- o Photographs
- o Treatments – such as:
 - Asthma – inhalers
- o Catheter and stoma care
- o Supervision of a child involved in intimate self-care

Principles of Intimate Care

- o Every child has the right to be safe
- o Every child has the right to personal privacy
- o Every child has the right to be valued as an individual
- o Every child has the right to be treated with dignity and respect

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

Phoenix Nursery Unit's Responsibilities

- o All staff working with children must be vetted through Access N.I. This includes students on work placements and volunteers. Vetting Includes:
 1. Access N.I. checks
 2. Pre-employment checks
 3. Two Independent references.
- o **Only :**
 Permanent and NISTR Temporary teachers, Nursery Assistants, Special Needs Assistants and Temporary vetted Nursery /Special Needs Assistants will be allowed to undertake the intimate care of children.
Please Note:
 No student or volunteer is permitted to actively be involved in Intimate Care of pupils. They can assist in the toilets under the guidance and supervision of a full time member of staff in duties such as supporting hand washing or brushing teeth.
- o The School Principal will ensure that all staff undertaking the intimate care of children are familiar with and understand the Intimate Care Policy and Guidelines together with the Associated Policy and Procedures – Phoenix Nursery Unit Child Protection Policy, ACPC Regional Policy and Procedures 2005, Safeguarding Vulnerable Groups [Northern Ireland] Order 2007.
- o All staff must be trained in specific types of intimate care that they carry out and fully understand the Intimate care Policy and Guidelines within the context of their work.

- o Intimate Care arrangements must be agreed by the school, parents/carers and child [if appropriate].
- o Intimate Care arrangements must be recorded in the child's personal file and School / parent consent forms signed by the parents/carers.

Appendix 1

Intimate Care Consent Form

- o Staff will not undertake any aspect of intimate care that has not been agreed between the school and parents/carers.
- o The School Principal will make provision for emergencies i.e. a member of staff on sick leave. Additional trained staff will be available to undertake specific intimate care tasks. [There is no assumption that someone else can do the task.]
- o Intimate Care arrangements will be reviewed at least every six months and essentially at the beginning of each school year. The views of all relevant parties will be sought and considered to inform future arrangements.
- o If a staff member has concerns about a colleague's intimate care practice they must report this to the school's Designated Child Protection Teacher, Mrs C Martin.

Aims of Good Practice within Phoenix Nursery Unit

We in Phoenix Nursery Unit aim to ensure that these guidelines will be accepted as normal practice by all staff for the mutual benefit of every child.

All children have the right to be safe and to be treated with dignity and respect. Our aims are designed to safeguard children and staff.

They apply to every member of staff involved with the intimate care of children.

Children with disabilities 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 aims of good practice should safeguard both children and staff.

Involve the child 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 the choice where possible. For many SEN pupils, encouraging independence for various aspects of their care will usually be linked to their Pupil Learning Plan - PLP], for all other children developing their independent skills is integrated into the monthly school planning.

[Parents will be asked for likes/dislikes while carrying out intimate care and this will be noted on the Parent consent forms- this form will be completed as appropriate under the guidance of the Nursery Teacher] Every child will be treated with dignity and respect and we will ensure privacy appropriate to the 2, 3 and 4-year-old pupils within our school. A disabled toilet is located off the main cloakroom.

A lot of care will be carried out by one staff member alone with one child e.g. Special Needs Assistant or Nursery assistant changing a child who has had a toilet accident. However, for various reasons e.g. physical difficulty a second member of staff could be required to assist.

The practice of intimate care will be consistent. The same person as much as possible will be responsible for the same child - SEN pupil. The same routine will be carried out. This will be discussed with parents/carers to ensure emotional support for the child and in some cases learning opportunities at home and at school are effective – consistency.

All staff will think through the care activities required of them and be confident that they fully understand and feel competent and confident carrying out these activities. If any member of staff has any concerns or doubts they must immediately discuss the situation with the Nursery Teacher and the school Principal. ASK questions to learn. Staff will only carry out certain procedures if they have been fully trained and assessed by appropriate training providers.

We will promote positive self-esteem and body image for every child in our school. Confident self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach each member of staff takes to intimate care can convey lots of messages to a child about their body worth. Our attitude to a child's intimate care is important. How we verbalise, our body language, the time we take all are important. As our children are young routine care can be relaxed, enjoyable and fun.

All members of staff have a duty of care to report any concerns. If a member of staff observes any unusual markings, discolourations or

swelling including the genital area, these must be reported immediately to the Deputy Designated Child Protection Teacher, Mrs K Henry or the Designated Child Protection Teacher, Mrs C Martin.

If during the intimate care of a child -

- o a member of staff should accidentally hurt them,

or

- o the child appears to be sexually aroused by the actions of the **member of staff**

or

- o the child misunderstands or misinterprets something

the member of staff must immediately reassure the child, ensure their safety and the immediately report the incident to the Deputy Designated Teacher Mrs K Henry.

We will report and record any unusual emotion or behavioural response by the child.

The Deputy Designated Teacher will ensure that a written record of concern will be made and kept in the child's personal file.

Parents/Carers will be informed about any concerns by the Principal/Deputy Designated Child Protection Teacher.

Reference

Regional Area C P Committee Child Protection Procedures April 2005

DENI C P & Pastoral Care Guidance 1999

Safeguarding Vulnerable Groups [Northern Ireland] Order 2007

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 – verbal and non verbal. Words, signs/ Makaton, symbols, bodily movements gestures/ pointing, eye pointing.

To ensure effective communication we at Phoenix Nursery Unit will

- o Ascertain how the child communicated through initial consultation with parents prior to the child starting school. This information will be recorded.

Appendix 11

Communication Proforma for Intimate Care How I Communicate

If further information support is required we will consult with the child's Speech and Language Therapist.

- o Make eye contact at the child's level
- o Use simple language and repeat if necessary
- o Wait for a response
- o Continue to explain to the child what is happening even there is no response
- o Treat the child as an individual with dignity and respect.

In the event of a child, who wears a nappy, needing changed, staff will wear appropriate PPE (gloves). In this case, each child will be changed on their own personal changing mat. Changing mats will be cleaned thoroughly, after each use, using disinfectant. PPE will be disposed of correctly.

Nursery staff will continue to liaise with all parents and will inform them if their child receives intimate care.

Staff will also keep a record of intimate care, in line with the Intimate Care Policy, carried out in the setting.

This policy will be reviewed and monitored in line with the school's policy review schedule.

Phoenix Nursery Unit

TOILETING POLICY

In order to comply with Child Protection Policy and Intimate Care Policy we will ensure good practice is maintained in the toileting and changing (clothes) of children.

Staff will inform another member of staff before changing a child's clothing in another area/room. Staff will respect a child's privacy and will encourage independence and good hygiene practice.

No student or volunteer is permitted to change a child's clothing. They can only assist in the toilets under the guidance and supervision of a full time member of staff.

A child's clothes will only be changed if:

- a toilet accident has occurred
- a child is sick
- their clothes become wet through play eg. water, creative
- other

Any parent who do not wish for staff to change/assist their children should make alternative arrangements.

All parents will be required to complete changing/toileting consent form.

Appendix 1

Toilet / Changing Procedure

- Due to the physical/intellectual development/age range within the Nursery Unit some children may require physical assistance during toileting.
- If child/children require assistance for 'Toileting' the member of staff will inform another member of staff and 'doors' will be left open.
- Toilet accidents will be changed in the 'Toilets', general wet sweatshirts, from general spillages in the classroom, can be changed in the classroom.

It would be impossible and inappropriate to lay down hard and fast rules to cover all circumstances in which staff interrelates with children or where opportunities for their conduct to be misconstrued might occur. In all circumstances staff professional judgement will be exercised and will serve to confirm what has always been best practice.

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Phoenix Nursery Unit

Changing and Toileting Consent Form

I _____ hereby give permission for a
member of staff to attend and/or assist my child _____
should he/she ask for/or need any assistance whilst using the toilet
or to change clothing.

Signed _____ **(Parent/Guardian)**

Date _____

Appendix 11

Communication Proforma for Intimate Care : How I Communicate

(This form will be used as appropriate and under the guidance of the Nursery Teacher)

Child's Name: _____

Date of Birth: _____

I communicate using words / signs [makaton] / communication book / communication aid / body movements or gestures.

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_____

Signatures

Parent/Carers

Date

Class Teacher

Contacts

Speech and Language Therapist _____

Telephone: _____

Physiotherapist _____

Telephone: _____

Occupational Therapist _____

Telephone: _____

Teacher _____

Special Needs Classroom Assistant _____

Other _____

Professional Recommendations _____

Phoenix Integrated Nursery Unit

Dear Parent,

Date _____

Your Child _____ needed a change of clothing because he/she:

- Became wet playing with water/messy play
- Had a toilet accident
- Was sick
- Was in unsuitable clothing
- Other: _____

Please ensure clothes are replaced in your child's bag and if your child had to borrow clothes from the Nursery School, please return as soon as possible. Thank you.

Signed by: _____