

Please refer to Child Protection Policy for areas of safeguarding children.

### **INTIMATE CARE PROCEDURE**

- Staff member who first becomes aware of a child needing help deals with the situation notifying the child's Key Person if possible. In Pre-School (and for pre-arranged children in nursery) staff follow the 'Nappy Changing Timetable'.
- Adult informs another member of staff that they are going to change the child.
- Adult takes the child to the toilet areas, which are the designated changing areas in both settings. The door should remain partly open, but the child's dignity should be respected.
- Staff put on appropriate clothing (gloves and aprons - as detailed in H & S guidance) and check allergy details. Adult checks to see if child has brought own supplies (clothes, nappies, wipes etc).
- All waste is disposed of in designated 'nappy bin'.
- If child refuses help, is distressed or is obviously unwell, the parents/carers will be contacted.
- Throughout changing procedure staff communicate calmly with the child offering reassurance if necessary.

***There may be occasions when a child needs to be changed for reasons other than soiling, for example if their clothes get muddy or wet during water play. In these circumstances the following procedure should be followed:***

- Staff encourage child to clean and dress themselves offering support, verbal direction and providing clothing, wipes etc.
- If the child asks/indicates they need practical help, it is offered.
- If the child has tried to clean themselves but has not been totally successful, the adult will take over to ensure the child is clean and comfortable.
- If the change is an **irregular occurrence**, staff speak with parents privately at collection time to inform them. (For other children this is a timetabled incidence). **The parents will have received a copy of the 'Intimate Care Procedure' in their welcome packs.**
- Staff log the date and time, child's name and action taken, on appropriate form.
- Parents are asked to wash and return any items of clothing borrowed.

## **KINGSWOOD EARLY YEARS CENTRE**

### **Procedure to follow if a child goes missing during the school day.**

At Kingswood Early Years Centre, we take every precaution to prevent any child going missing from the premises. These include:

- Maintaining appropriate staff ratios at all times.
- Ensuring that parents and carers are aware of security procedures on entry and exit
- Registering children on entry and, in Pre-School, exit to the premises.
- Maintaining security to the doors and gates of the premises by checking that they are locked and secured while children are present. Areas not available to children are, also, locked off. The condition and maintenance of locks and bolts are also checked regularly.

#### **On staff noticing that a child is missing:**

- The Headteacher, or in her absence a senior member of staff **and** the school secretary should be informed immediately. The secretary should check the answer phone machine in case a message has been left by a parent saying their child has returned home.
- The circumstances surrounding the disappearance will be investigated to quickly gather the relevant facts. (Who is missing, when they were last seen, who by, if they said anything about where they were going, any problems they were having, if they were wearing uniform, hairstyle)
- **If the child is seen leaving the site** a member of staff will follow on foot and attempt to bring the child back to school. If the child manages to evade the member of staff parents will be telephoned and asked if the child has returned home.
- If there is no response from the telephone numbers or the child had not returned home the police will be called using 999 and stating that a pupil has left the site, giving the time of the incident. The child's full name, date of birth and home address will be needed together with details of physical appearance and clothing.
- **If the child is not seen leaving the site** a quick search, involving a number of adults, will be undertaken of all indoor and outdoor areas and perimeter fence. If the child cannot be found parents will be telephoned and asked if the child has returned home.
- If the child is not at home the police should be called using 999 following the procedure above stating that a child has gone missing.
- Once the parents and police have been informed a more detailed investigation of the facts can be carried out.  
The Headteacher will act as the spokesperson whilst investigations and searches continue.

## **KINGSWOOD EARLY YEARS CENTRE**

### **Procedure to follow if a child is not collected from school at the correct time**

Parents should collect their child promptly at the end of the school session.

#### **If a parent is delayed they should:**

- telephone the main school office on 01923 672531 for a nursery child or
- telephone the Pre-School room on 01923 679500 for a Pre-School child - *(if the Pre-School staff are busy with the children and no one answers the phone please use the main school office number)*

Please convey an expected time of arrival. This message will be passed on to their child who will be supervised by staff in their classroom.

In most cases children are collected within ten minutes of the end of the session.

After this time the school secretary or a member of staff will contact the parent and say that their child is waiting to be collected. After waiting 20 minutes with no response the emergency contact person for the child will be telephoned.

If there is no response and the child has not been collected after one hour social services will be contacted.

**Parents are encouraged to always be on time. It is upsetting for children to be collected late and staff often have appointments and meetings after school which they need to attend.**

#### **Mobile Phone Policy**

To ensure the safety of our children we operate a personal mobile phone usage policy which stipulates that personal mobile phones must not be used on the school site or when on outings. We are aware that parents/carers may need to use their electronic diaries on their phones when making appointments; please notify a member of staff if this is the case.

All staff, students, volunteers to the setting are instructed to lock their mobile device in the locker which is made available to them on arrival.

Visiting professionals or visitors, who may need to take or make a call, are directed to do this in a designated area away from the children.

Parents/carers

- ❖ We ask parents/carers not to use mobile phones on the premises. This practice is shared with them in new parent meetings, or when their child joins the school and is included in our Home/School agreement. Parents/carers are reminded of the signage which is visible around school reinforcing this message.

All mobile phones should be turned off or switched to silent during any performance or assembly and we ask that no calls are taken or made during this time.