

Document Type:	Standard Operating Procedure	
Reference Number : 2094	Version Number: 2	Next Review Date: 13 March 2023
Title:	National Child Measurement Programme (Specialist Community Public Health Nursing (SCPHN SOP No 10))	
Document Author:	School Nurse Team Leader Service Manager Professional Lead SCPHN (Health Visiting & School Nursing)	
Applicability:	All Specialist Public Health Nurse (SCPHN) 0-19 team employed by TSDFT	

1. Purpose of this document

- 1.1 This document has been written to provide a standard for service specification and best practice service delivery for the National Child Measurement Programme (NCMP) which will be offered to children and families in Torbay and South Devon NHS Foundation Trust (TSDFT).

2. Scope of this SOP

- a. This SOP will be followed by all Specialist Community Public Health Nurse (SCPHN) 0-19 team employed by TSDFT.
- b. This SOP is applicable to all children in Reception and Year 6 educated in the Borough of Torbay.

3. Competencies required:

- a. Practitioners that carry out the National Child Measurement Programme (NCMP) need to have an understanding of the NCMP and the rationale for completing it. <https://www.gov.uk/government/publications/national-child-measurement-programme-operational-guidance> (last accessed 08/10/2018)
- b. Practitioners will be competent in using relevant equipment, i.e. scales and height measurers, and recording results accurately.
- c. Practitioners will have an understanding of how cultural and language differences can create barriers between healthcare professionals, children and staff undertaking the NCMP programme.
- d. The practitioner will be competent in using height and weight centiles in the NCMP.
- e. Practitioners should be aware of the issues surrounding confidentiality when completing the NCMP.
- f. Practitioners will have an understanding of child development and factors that can influence growth.
- g. Practitioners will have an understanding of Targeted Help and Safeguarding Child Protection procedures.

- h. Practitioners will be aware of domestic abuse risk and the impact this has on the child.

4. Procedure / Steps:

Prior to day of measurement, it is recommended that a member from the SCPHN 0-19 team will:

- a. Liaise with the nominated school at the start of the academic year to arrange mutually convenient dates for NCMP to take place and confirm this in writing. Obtain feedback from school regarding previous session and identify and address any concerns.
 - b. During the academic term prior to Reception and Year 6 sessions, send standard NCMP opt-out letter ([Appendix 1](#)) to parents via school.
 - c. Ensure head teacher receives a letter advising of the NCMP programme. ([Appendix 2](#)).
 - d. Give parents/carers a letter informing them about the purpose and process of the NCMP. Parents/carers will be invited to opt-out in writing or by email or telephone contact and reminded they can opt their child out of the programme at any time. Definitions of parental responsibility, DH July 2009, are set out in [Appendix 3](#). Parent/carer consent will be assumed unless opt-out letter is returned. However, pupils will be informed on the day of measurement that it is entirely optional and they do not have to take part if they do not wish to. Any child who opts-out will not be included in the NCMP.
 - e. Obtain up-to-date lists from Health Intelligence, electronically via a secure IT system, of pupils in Reception and Year 6. Lists should include names, dates of birth, addresses, gender and ethnicity codes.
 - f. Check equipment has had annual Portable Appliance Testing (PAT) and calibration. Check date on safety test sticker.
- 4.2 On day of measurement it is recommended that a member of the SCPHN 0-19 team will:-
- a. Ensure SCPHN School Nurse team has a list of names and schools of children who have opted out of the NCMP programme, and include an awareness of children who do not meet the NCMP criteria and are legally exempt from participation PHE NCMP Operational Guidance 2018 <https://www.gov.uk/government/publications/national-child-measurement-programme-operational-guidance> (accessed 04/01/2019)
 - b. Set up equipment in private area, ensuring confidentiality of results obtained; scales will have display monitor not visible to children.
 - c. Ensure a SCPHN practitioner is on hand to accompany Year 6 children to designated area.

- d. Request children to remove shoes.
- e. Ensure children are measured individually with no other children present.
- f. Confirm the child's full name with them and record results accurately on laptop or hard copy.
- g. Ensure that results are not given to the children, staff or anyone apart from practitioners present on the day.
- h. Accompany children back to class if appropriate

- 4.3 After day of measurement it is recommended that a member of the SCPHN School Nurse team will:-
- a. Record all information on the NCMP tool (Health and Social Care Information Centre (HSCIC) tool) accurately.
 - b. Ensure that the results [letter](#) will be generated within 6 weeks of screening. The letter will be posted and clearly marked 'private and confidential'. It will contain the results letter and a leaflet informing of Change 4 Life programme, along with other local authority health initiatives.
 - c. Record any contact made by parents/carers to SCPHN School Nurse team in child health records and respond in accordance with NCMP proactive care pathway.

4 Monitoring tool:

Standards:

Item	%	Exceptions
Safety- This document serves as a summary/ checklist /reminder of the main points for HCP completing the NCMP	100	
Governance – HCP completing the NCMP should ensure they follow this S.O.P.	100	
Accessible and Timely Care – HCP are able to respond to patients' requirements in an appropriate and timely manner	100	
Public Health – provides a framework for the timely and appropriate identification of patient's who require interventions	100	
<p>Equality Statement.</p> <p>The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): Sexual Orientation; Gender; Age; Gender Reassignment; Pregnancy and Maternity; Disability; Religion or Belief; Race; Marriage and Civil Partnership. In</p>		

addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.

The Trust is committed to ensuring all services, policies, projects and strategies undergo equality analysis. For more information about equality analysis and Equality Impact Assessments please refer to the [Equality and Diversity Policy](#)

References:

- Department for Children, Schools & Families (DCSF) Every Child Matters (DCSF, London, 2003)
- Department for Children, Schools & Families (DCSF) Working Together to Safeguard Children: A guide to Inter-agency Working to Safeguard and Promote the Welfare of Children (DCSF, London, 2010)
- Department of Health The Healthy Child Programme – From 5-19 years old; Annex F – Screening Programmes (DH, London, 2009)
- Department of Health Reference Guide to Consent for Examination or Treatment. Second Edition (DH, London, July 2009)
- Nursing & Midwifery Council (NMC) The Code: Professional Standards of Practice and Behaviour for Nurses and Midwives (NMC, London, 2015)
- Public Health England (PHE) National Child Measurement Programme Operational Guidance 2015 – 2016 (PHE, London)
- The Children’s Act (c.41) (HMSO, London, 1989) available from: http://www.opsi.gov.uk/acts/acts1989/ukpga_19890041_en_1 (last accessed 05/02/2019)

Appendix:

1. [NCMP Letter to Parents/Carers](#)
2. [Head Teacher letter](#)
3. [Definitions of Parental Responsibility: Children’s Act 1989](#)
4. [Results Letter](#)

Opt Out Letter to Parents/Carers

Appendix 1

[DATE]

SCPHN Admin Hub
St Edmunds
Torquay
TQ1 3QH
0300 333 5352

Publichealthnursing.torbay@nhs.net
www.tsdftr.uk/0-19

Dear Parent / Guardian

Height and weight checks for children in Reception and Year 6

Each year in England, school children in Reception and Year 6 have their height and weight checked at school as part of the National Child Measurement Programme. Height and weight measurements are used to calculate weight status. We collect this information because it is in the public interest to understand how many children are overweight, healthy weight or underweight. Your child's class will take part in this year's programme.

The checks are carried out by trained school nurses or trained health care providers. Children are measured fully clothed, except for their coats and shoes, in a private space away from other pupils.

The information collected by us includes your child's height and weight measurements together with their name, date of birth, gender, home address and postcode, National Health Service (NHS) Number and ethnicity. This information about your child is needed because their age, gender, ethnicity and the place they live are known to affect their height and weight. Their name, date of birth and NHS Number are needed to link your child's measurements to other information about your child. All this information is treated confidentially and held securely by us. It will not be shared with your child's school or with other children.

Once completed, we will send you your child's measurements together with information about healthy eating, being active and related activities available in your area.

The information collected from all schools in the area will be gathered together and held securely by Torbay Council. We will store your child's information on their local child health record on the child health information database and share it with their GP. No individual measurements will be given to school staff or other children, and all information will be treated confidentially.

All the information collected about your child will be sent by us to NHS Digital. NHS Digital is responsible for collecting health and care information to check how the NHS and social care services are doing, and to use this to improve the care provided to people across England.

The information collected about your child will also be shared by NHS Digital with Public Health England but in a de-personalised form only. This means Public Health England will not be able to identify your child. Public Health England is responsible for working to protect and improve the nation's health.

Both NHS Digital and Public Health England will use the information from the National Child Measurement Programme to better understand numbers and trends in child weight and body mass index (BMI). This helps with the planning of services to support healthy lifestyles in your area. No

information will ever be published by NHS Digital or Public Health England that identifies your child.

If your child was previously measured for the National Child Measurement Programme, NHS Digital may link your child's current and previous height and weight measurements. It may also link their measurements with other information it holds about your child such as their dental survey results or the reasons for any visits they may have made to hospital. Linking your child's information in this way helps better understand how and why the weight status of children is changing.

De-personalised information from the National Child Measurement Programme may also be shared by NHS Digital with other organisations, such as universities. This is to help improve health, care and services through research and planning. This information cannot be used to identify your child, and NHS Digital only ever shares information for research with the approval of an independent group of experts.

If you are happy for your child to be measured, you do not need to do anything.

If you do not want your child's height and weight to be checked, please let us know by writing to the Specialist Community Public Health Nursing Admin Hub via:

SCPHN Admin Hub
St Edmunds
Torquay
TQ1 3QH
Telephone: 0300 333 5352
Email: Publichealthnursing.torbay@nhs.net
Website: www.tsdfn.uk/0-19

Stating that you wish to withdraw your child from the National Child Measurement Programme, this must be received by DATE

Children will not be made to take part on the day if they do not want to.

Yours faithfully,

School Nurse Team Leader

Further information

Further information about the National Child Measurement Programme can be found at <https://www.nhs.uk/live-well/healthy-weight/national-child-measurement-programme>

[Information and fun ideas to help your kids stay healthy can be found at https://www.nhs.uk/change4life](https://www.nhs.uk/change4life)

Information about how NHS Digital and Public Health England collect and use information can be found at <https://digital.nhs.uk/about-nhs-digital/our-work/keeping-patient-data-safe/how-we-look-after-your-health-and-care-information> and <https://www.gov.uk/government/organisations/public-health-england/about/personal-information-charter>

Information about the organisations NHS Digital has shared information from the National Child Measurement Programme can be found at <https://digital.nhs.uk/services/national-child-measurement-programme>

Head Teacher Letter

Appendix 2

[DATE]

0-19 Public Health Nursing Team
St Edmunds TSDFT
Victoria Park Road
TORQUAY TQ1 3QH
Duty School Nurse: 07825027716
Admin Hub: 03003335352
publichealthnursing.torbay@nhs.net

Dear Head Teacher

National Childhood Measurement Programme

I am writing to thank you for your on-going help and support for the National Childhood Measurement Programme (NCMP).

As you are aware the National Childhood Measurement Programme is a national programme and all Local Authorities in England are required to collect information on the height and weight of Reception and Year 6 school children as part of the National Child Measurement Programme (NCMP).

The NCMP data is used locally to inform the planning and delivery of health improvement services for children, and nationally to monitor trends in child obesity and overweight and support local public health initiatives.

The official authority for the NCMP is provided by The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013 and The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013. This official authority means that the lawful basis for processing children's personal data for this purpose is considered to be provided by:

- GDPR Article 6(1)(c) - processing is necessary for compliance with a legal obligation
- GDPR Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
- GDPR Article 9(2)(h) - processing is necessary for medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems

Informing parents

The NCMP Regulations state that parents must be provided with the opportunity to withdraw their children from participation in the height and weight measurements. We will be writing to all of the parents who are eligible for the programme and informing them of how to opt out should they wish to.

No change is required to the way in which parents or persons with parental responsibility are provided with this opportunity for the 2018/19 school year onwards. Schools should continue to use the template information letter provided by Public Health England to inform parents that they can withdraw their children from the measurements.

The NCMP Regulations also state that children's personal data can be shared by schools with the Local Authority or those working on behalf by the Local Authority to carry out the height and weight measurements. This sharing continues to be lawful under the GDPR.

Please feel free to contact me if you wish to discuss this further.

Yours sincerely

School Nurse Team Leader

Appendix 3

Definitions of Parental Responsibility: Children's Act 1989

Consent

The Children's Act 1989 sets out persons who may have parental responsibility.

- Reference guide to consent for examination or treatment (*2nd Ed, DH, July 2009*)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/138296/dh_103653_1_.pdf (*last accessed 17/04/19*)

These include:

- the child's mother
- the child's father if he was married to the mother at the time of birth
- unmarried fathers, who can acquire parental responsibility in several different ways

(For children born before 1st December 2003, unmarried fathers will have parental responsibility if they marry the mother of their child or obtain a parental responsibility order from the court or register a parental responsibility agreement with the court or by an application to the court)

- the child's legally appointed guardian
- a person in whose favour the court has made a residence order concerning the child
- a local authority designated in a care order in respect of the child

Appendix 4

Specimen Result Letters x 4 to Parents/Carers:

- 4A [*underweight](#)
- 4B [*healthy weight](#)
- 4C [*overweight](#)
- 4D [*very overweight](#)

These template letters can be used by local areas when sharing results with parents. The templates can be edited to suit local preferences. It is recommended that the NCMP IT system is used to generate the result letters as this will assist with populating the templates with the relevant information for each child. The letters should be posted to parents as soon as possible (at most within six weeks of measurement).

Appendix 4A

Specimens Results Letter to Parents/Carers: UNDERWEIGHT

Private and confidential

Parent/Carer of «Child_Firstname» «Child_Surname»
«Child_Address2»
«Child_Address3»
«Child_Postcode»

«LA_Name»
«LA_Address1»
«LA_Address2»
«LA_Postcode»
Tel: «LA_Telephone»
Email: «LA_Email»

DATE

NHS number [Optional]

Dear Parent / Carer of «Pupil's first name» «Pupil's last name»,

We recently sent you a letter about measuring «Pupil's first name»'s height and weight in school as part of the National Child Measurement Programme. The measurements have now been done.

Seeing if your child's weight is within the healthy range for their age, sex and height can help you make informed choices about their lifestyle.

«Pupil's first name»'s results	
Height (cm)	«Height»
Weight (kg)	«Weight»
Date of measurement	«DOM»

These results suggest that your child is underweight for their age, sex and height. Most underweight children are perfectly healthy, but some can develop health problems.

If you would like to speak to one of us about your child's result, please call us on [phone number].

You can find out how «Pupil's first name»'s result was calculated, and check how «Pupil's first name» is growing over time, by going to www.nhs.uk/bmi.

This information has not been shared with «Pupil's first name», other children or school staff. Locally, this information is held by your [local NHS/local authority public health team] and is treated confidentially.

Thank you for reading this letter - we hope this information is useful to you. If you need any help or advice, please call us on the number above.

Yours sincerely,
[Sender name]

Some medical conditions or treatment that your child is receiving may mean that BMI centile is not the best way to measure your child. Your GP or other health professional caring for your child will be able to discuss this with you

Specimen Results Letter to Parents/Carers:
HEALTHY WEIGHT

Appendix 4B

Private and confidential

Parent/Carer of «Child_Firstname» «Child_Surname»
 «Child_Address2»
 «Child_Address3»
 «Child_Postcode»

«LA_Name»
 «LA_Address1»
 «LA_Address2»
 «LA_Postcode»
 Tel: «LA_Telephone»
 Email: «LA_Email»

DATE

NHS number [Optional]

Dear Parent / Carer of «Pupil's first name» «Pupil's last name»,

We recently sent you a letter about measuring «Pupil's first name»'s height and weight in school as part of the National Child Measurement Programme. The measurements have now been done.

Seeing if your child's weight is within the healthy range for their age, sex and height can help you make informed choices about their lifestyle.

«Pupil's first name»'s results	
Height (cm)	«Height»
Weight (kg)	«Weight»
Date of measurement	«DOM»

These results suggest that your child is a healthy weight for their age, sex and height. To help your child remain healthy, you can:

- Take a look at the tips [on the next page / in the enclosed leaflet]
- Go online for practical advice at: www.nhs.uk/change4life and www.nhs.uk/ncmp2

You can find out how «Pupil's first name»'s result was calculated, and check how «Pupil's first name» is growing over time, by going to www.nhs.uk/bmi.

This information has not been shared with «Pupil's first name», other children or school staff. Locally, this information is held by your [local NHS/local authority public health team] and is treated confidentially.

Thank you for reading this letter - we hope this information is useful to you. If you need any help or advice, please call us on the number at the top of this letter.

Yours sincerely,
 [Sender name]

Some medical conditions or treatment that your child is receiving may mean that BMI centile is not the best way to measure your child. Your GP or other health professional caring for your child will be able to discuss this with you

Appendix 4C

Specimen Results Letter to Parents/Carers:
OVERWEIGHT

Private and confidential

Parent/Carer of «Child_Firstname» «Child_Surname»
 «Child_Address2»
 «Child_Address3»
 «Child_Postcode»

«LA_Name»
 «LA_Address2»
 «LA_Postcode»
 Tel: «LA_Telephone»
 Email: «LA_Email»

DATE

NHS number [Optional]

Dear Parent / Carer of «Pupil's first name» «Pupil's last name»,

We recently sent you a letter about measuring «Pupil's first name»'s height and weight in school as part of the National Child Measurement Programme. The measurements have now been done. Seeing if your child's weight is within the healthy range for their age, sex and height can help you make informed choices about their lifestyle.

«Pupil's first name»'s results	
Height (cm)	«Height»
Weight (kg)	«Weight»
Date of measurement	«DOM»

These results suggest that your child is overweight for their age, sex and height. If your child is overweight now they are more likely to grow up to be overweight as an adult. This can lead to health problems.

You and your child can make simple changes to be more active and eat more healthily. As a first step, please call us on [phone number] to find out how you can benefit from free local support. You can also:

- Take a look at the tips [on the next page / in the enclosed leaflet]
- Go online for practical advice at: www.nhs.uk/change4life and www.nhs.uk/ncmp3

You can find out how «Pupil's first name»'s result was calculated, and check how «Pupil's first name» is growing over time, by going to www.nhs.uk/bmi.

This information has not been shared with «Pupil's first name», other children or school staff. Locally, this information is held by your [local NHS/local authority public health team] and is treated confidentially.

Thank you for reading this letter - we hope this information is useful to you. Please do call us and take advantage of the free support we offer.

Yours sincerely, [Sender name]

Some medical conditions or treatment that your child is receiving may mean that BMI centile is not the best way to measure your child. Your GP or other health professional caring for your child will be able to discuss this with you

Appendix 4D

Specimen Result Letter to Parents/Carers:
VERY OVERWEIGHT

Private and confidential

Parent/Carer of «Child_Firstname» «Child_Surname»
 «Child_Address2»
 «Child_Address3»
 «Child_Postcode»

«LA_Name»
 «LA_Address1»
 «LA_Address2»
 «LA_Postcode»
 Tel: «LA_Telephone»
 Email: «LA_Email»

NHS number [Optional]

DATE

Dear Parent / Carer of «Pupil's first name» «Pupil's last name»,

We recently sent you a letter about measuring «Pupil's first name»'s height and weight in school as part of the National Child Measurement Programme. The measurements have now been done. Seeing if your child's weight is within the healthy range for their age, sex and height can help you make informed choices about their lifestyle.

«Pupil's first name»'s results	
Height (cm)	«Height»
Weight (kg)	«Weight»
Date of measurement	«DOM»

These results suggest that your child is very overweight for their age, sex and height. Being very overweight can lead to health problems for your child, such as high blood pressure, early signs of type 2 diabetes and low self-confidence. But you and your child can make simple changes to be more active and eat more healthily.

As a first step, please call us on [phone number] to find out how you can benefit from free local support. You can also:

- Take a look at the tips [on the next page / in the enclosed leaflet]
- Go online for practical advice at: www.nhs.uk/change4life and www.nhs.uk/ncmp4

You can find out how «Pupil's first name»'s result was calculated, and check how «Pupil's first name» is growing over time, by going to www.nhs.uk/bmi.

This information has not been shared with «Pupil's first name», other children or school staff. Locally, this information is held by your [local NHS/local authority public health team] and is treated confidentially.

Thank you for reading this letter - we hope this information is useful to you. Please do call us and take advantage of the free support we offer.

Yours sincerely, [Sender name]

Some medical conditions or treatment that your child is receiving may mean that BMI centile is not the best way to measure your child. Your GP or other health professional caring for your child will be able to discuss this with you

Document Control Information

This is a controlled document and should not be altered in any way without the express permission of the author or their representative.

Please note this document is only valid from the date approved below, and checks should be made that it is the most up to date version available.

If printed, this document is only valid for the day of printing.

This guidance has been registered with the Trust. The interpretation and application of guidance will remain the responsibility of the individual clinician. If in doubt contact a senior colleague or expert. Caution is advised when using clinical guidance after the review date, or outside of the Trust.

Ref No:	2094		
Document title:	National Child Measurement Programme (Specialist Community Public Health Nursing (SCPHN SOP No 10)		
Purpose of document:	This document has been written to provide a standard for service specification and best practice service delivery for the National Child Measurement Programme (NCMP) which will be offered to children and families in Torbay and South Devon NHS Foundation Trust (TSDFT).		
Date of issue:	13 March 2020	Next review date:	13 March 2023
Version:	2	Last review date:	
Author:	School Nurse Team Leader Service Manager Professional Lead SCPHN (Health Visiting & School Nursing)		
Directorate:	Community		
Equality Impact:	The guidance contained in this document is intended to be inclusive for all patients within the clinical group specified, regardless of age, disability, gender, gender identity, sexual orientation, race and ethnicity & religion or belief		
Committee(s) approving the document:	Care and Clinical Policies Group		
Date approved:	17 April 2019		
Links or overlaps with other policies:			

Have you identified any issues on the Rapid (E)quality Impact Assessment. If so please detail on Rapid (E)QIA form.	Yes <input type="checkbox"/>	
	<i>Please select</i> Yes No	
Does this document have implications regarding the Care Act? <i>If yes please state:</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does this document have training implications?	<input type="checkbox"/>	<input type="checkbox"/>

<i>If yes please state:</i>		
Does this document have financial implications? <i>If yes please state:</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is this document a direct replacement for another? <i>If yes please state which documents are being replaced:</i>	<input type="checkbox"/>	<input type="checkbox"/>

Document Amendment History

Date	Version no.	Amendment summary	Ratified by:
14 November 2016	1	New	Care and Clinical Policies Group
13 March 2020	2	Revised	Care and Clinical Policies Group

The Mental Capacity Act 2005

The Mental Capacity Act provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they lack capacity in the future. It sets out who can take decisions, in which situations, and how they should go about this. It covers a wide range of decision making from health and welfare decisions to finance and property decisions

Enshrined in the Mental Capacity Act is the principle that people must be assumed to have capacity unless it is established that they do not. This is an important aspect of law that all health and social care practitioners must implement when proposing to undertake any act in connection with care and treatment that requires consent. In circumstances where there is an element of doubt about a person's ability to make a decision due to 'an impairment of or disturbance in the functioning of the mind or brain' the practitioner must implement the Mental Capacity Act.

The legal framework provided by the Mental Capacity Act 2005 is supported by a Code of Practice, which provides guidance and information about how the Act works in practice. The Code of Practice has statutory force which means that health and social care practitioners have a legal duty to have regard to it when working with or caring for adults who may lack capacity to make decisions for themselves.

“The Act is intended to assist and support people who may lack capacity and to discourage anyone who is involved in caring for someone who lacks capacity from being overly restrictive or controlling. It aims to balance an individual's right to make decisions for themselves with their right to be protected from harm if they lack the capacity to make decisions to protect themselves”. (3)

All Trust workers can access the Code of Practice, Mental Capacity Act 2005 Policy, Mental Capacity Act 2005 Practice Guidance, information booklets and all assessment, checklists and Independent Mental Capacity Advocate referral forms on iCare

http://icare/Operations/mental_capacity_act/Pages/default.aspx

Infection Control

All staff will have access to Infection Control Policies and comply with the standards within them in the work place. All staff will attend Infection Control Training annually as part of their mandatory training programme.

Rapid (E)quality Impact Assessment (EqIA) (for use when writing policies)

Policy Title (and number)	Specialist Community Public Health Nursing (SCPHN) Standard Operating Procedure (SOP) No 10	Version and Date	2
Policy Author			
An (e)quality impact assessment is a process designed to ensure that policies do not discriminate or disadvantage people whilst advancing equality. Consider the nature and extent of the impact, not the number of people affected.			
Who may be affected by this document?			
Patients/ Service Users <input type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Other, please state... <input type="checkbox"/>	
Could the policy treat people from protected groups less favorably than the general population? <i>PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below</i>			
Age	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Gender Reassignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Race	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Disability	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Gender	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pregnancy/Maternity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sexual Orientation			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Religion/Belief (non)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Marriage/ Civil Partnership			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is it likely that the policy could affect particular 'Inclusion Health' groups less favourably than the general population? (substance misuse; teenage mums; carers ¹ ; travellers ² ; homeless ³ ; convictions; social isolation ⁴ ; refugees)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide details for each protected group where you have indicated 'Yes'. The documents relates to children attending school within the borough of Torbay and effects children in Reception year and Year 6			
VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion			
Is inclusive language ⁵ used throughout?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are the services outlined in the policy fully accessible ⁶ ?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Does the policy encourage individualised and person-centred care?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Could there be an adverse impact on an individual's independence or autonomy ⁷ ?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
EXTERNAL FACTORS			
Is the policy a result of national legislation which cannot be modified in any way?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)			
Update			
Who was consulted when drafting this policy?			
Patients/ Service Users <input type="checkbox"/>	Trade Unions <input type="checkbox"/>	Protected Groups (including Trust Equality Groups) <input type="checkbox"/>	
Staff <input type="checkbox"/>	General Public <input type="checkbox"/>	Other, please state... <input type="checkbox"/>	

What were the recommendations/suggestions?			
Does this document require a service redesign or substantial amendments to an existing process? <i>PLEASE NOTE: 'Yes' may trigger a full EIA, please refer to the equality leads below</i>			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
ACTION PLAN: Please list all actions identified to address any impacts			
Action	Person responsible	Completion date	
AUTHORISATION:			
By signing below, I confirm that the named person responsible above is aware of the actions assigned to them			
Name of person completing the form	School Nurse Team Leader	Signature	
Validated by (line manager)	Service Manager Professional Lead SCPHN (Health Visiting & School Nursing)	Signature	

Clinical and Non-Clinical Policies – Data Protection

Torbay and South Devon NHS Foundation Trust (TSDFT) has a commitment to ensure that all policies and procedures developed act in accordance with all relevant data protection regulations and guidance. This policy has been designed with the EU General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA 18) in mind, and therefore provides the reader with assurance of effective information governance practice.

The UK data protection regime intends to strengthen and unify data protection for all persons; consequently, the rights of individuals have changed. It is assured that these rights have been considered throughout the development of this policy. Furthermore, data protection legislation requires that the Trust is open and transparent with its personal identifiable processing activities and this has a considerable effect on the way TSDFT holds, uses, and shares personal identifiable data.

Does this policy impact on how personal data is used, stored, shared or processed in your department? Yes No

If yes has been ticked above it is assured that you must complete a data mapping exercise and possibly a Data Protection Impact Assessment (DPIA). You can find more information on our [GDPR](#) page on ICON (intranet)

For more information:

- Contact the Data Access and Disclosure Office on dataprotection.tsdf@nhs.net,
- See TSDFT's [Data Protection & Access Policy](#),
- Visit our [Data Protection](#) site on the public internet.