



Scoil Naisiúnta Rónáin Naofa Cluain Lua

St. Ronan's N.S., Cloonloo, Boyle, Co. Sligo

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Intimate Care and Toileting Policy

Introduction

Intimate care is any caring procedure which involves attending to a student when he/she is undressed or partially dressed, washing (including intimate parts), helping to use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact with an intimate area of a student, or any procedure carried out while the student is in a state of whole or partial undress. The supervision of students while they are dressing and undressing will also be considered as intimate care. This policy and related procedures have been developed bearing in mind that all physical contact between staff and students:

- Should be aimed at meeting the needs of students
- Should respect the dignity of each student
- Should be consistent with professional integrity of staff members

Policy rationale

The aim of the policy is to increase knowledge, enhance skills and promote good practice in this sensitive area. All staff will be made aware of the standards expected of them.

Relationship to the School Ethos

All students and staff members have the right to feel safe and be treated with dignity and respect.

Aims and Objectives

The aims of this policy are;

- To ensure that the dignity and privacy of the student involved is paramount
- To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner.

Intimate Care Policy for Toileting Accidents

- Upon enrolling Junior Infants in the school, the school procedures will be outlined to parents, and they will be asked to submit in writing specific wishes regarding toileting accidents.
- It is good practice to only provide help that is required by the student. The teacher should encourage the student to do as much for themselves as possible. In the first instance, the pupil will be offered fresh clothing to clean and change themselves.
- If, for any reason, the child is unable to clean or change themselves, the procedure outlined by parents will be followed e.g. contact parents or teacher/SNA will do what is necessary to make the child comfortable.
- If the child has soiled him/herself the parents will be contacted. In the event that a parent cannot be contacted, the teacher/SNA will do what is necessary to make the child comfortable.
- Wet/soiled clothes will be put in a plastic bag. Parents are asked to return the clothes given to their child, washed and folded.
- Parents will be notified of these accidents
- A record of the incident should be kept
- A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school staffroom.
- Staff will wear protective gloves while changing a child.
- A teacher must always be cognisant of his/her duty of care regarding effective supervision of all the students in the class when assisting a student with toileting.

Intimate Care Policy for Children with Specific Toileting/Intimate Care Needs

It is school policy that;

- In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school.
- Parents, Guardians, Principal, Class Teacher, SNA, and if appropriate, the pupil, will attend
- The specific care needs of the child, and how the school will meet them, will be clarified
- Personnel involved in this care will be identified
- The personnel involved in intimate care needs of students are usually SNA's but teachers may be involved.
- No substitute SNA should be involved in the toileting of a student unless sanctioned by the Principal.
- Parents will be made aware when completing the Intimate Care/Toileting Plan that substitute SNAs/teachers may be involved in the toileting of a student but that these substitute SNAs/teachers will follow the same protocol as the regular SNA/teacher as outlined in the Intimate Care/Toileting Plan.
- As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc
- A written and signed copy of the agreement will be kept on the pupils file

- Parents will be notified of any changes from agreed procedures
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs
- Staff will wear protective gloves.

Parent Responsibilities

Parents/Guardians need to identify any toileting needs at the time of enrolment. They should supply the school with the resources required to carry out the toileting or other care needs, which may include, but not be limited to;

- Nappies
- Wipes
- Creams
- Nappy Sacks
- Spare underwear
- Spare Clothes

Intimate Care/Toileting Plan

In the event that a specific toileting need has been identified for a student, an intimate Care/Toileting Plan will be developed in partnership with the student's class teacher, designated SNAs and the student's parents/guardians.

The Care Plan must include;

- Specific Care Need
- Number of staff required to meet the needs of the student
- Identification of the staff members involved
- Additional equipment required
- Child's preferred means of communication to include agreed terminology for body parts and bodily functions.
- Child's level of ability
- Cultural and/or religious sensitivities
- Signature of Class Teacher
- Signature of Principal
- Date of Care Plan

Elements of Good Practice for Staff

While it is not possible to prescribe guidelines that will apply in all situations, it is important the elements of good practice be followed:

- In the case that a student has an Intimate Care Plan ensure you are completely familiar with the plan.
- Address the student by name and ensure he/she is aware of the focus of the activity.
- Verbalise your actions to the student in a reassuring way to prepare them for each procedure.
- Use visual cues for students with limited communication, e.g. pointing at picture board.
- Use appropriate and professional language. Specific language may be detailed in a care plan.
- In intimate care, the touch should be affirmative and supportive, not rough or insensitive.
- Respect the dignity and privacy of the student at all times.
- Have all equipment and materials to hand before commencing.
- Use discreet observation if checking to see if a nappy needs changing.
- Use protective gloves provided.
- Take all precautions when disposing of soiled material.
- Intimate care procedures will be carried out in a manner which treats the student in a dignified and respectful way and allows the student the maximum level of privacy.
- The student's independence will be encouraged.

Reporting

All toileting 'accidents' involving students with no Care Plan must be reported to the student's parents.

If during the intimate care of a student a staff member;

- Accidentally hurts/injures the student
- The staff member observes something which raises child protection concerns
- The student seems to misinterpret what is said or done
- The student has a very emotional reaction without apparent cause

the incident must be reported to the Class Teacher/Principal or the DLP or Deputy DLP as appropriate.

Staff Roles and Responsibilities

Teachers and the Principal assume shared responsibility, participate in, and contribute to the implementation of an effective and equitable 'Intimate Care and Toileting Policy'.

Success Criteria

The school evaluates the success of the policy through;

1. Participation of all staff in the policy
2. Safe and effective care of all students in our school
3. Feedback from all staff
4. Feedback from relevant parents/guardians.

Implementation

This policy is effective immediately.

Ratification & Communication

This policy was ratified by the Chairperson of the Board of Management on 25th October 2018.

Review Timetable

This policy will be reviewed at the end of October 2020 and will be amended as necessary.

Evaluation

This policy is monitored on an ongoing basis.

Adopted by Board of Management on _____
Date

Signed _____

Chairperson, Board of Management