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**Intimate Care & Toileting Policy**

**Roll No: 19404F**

**Principal: Deirdre O’Brien**

**Deputy Principal: Margaret Sheahan**

**Chairperson: Majella Roche**

**Introduction**

Intimate care is any caring procedure which involves attending to a pupil 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 pupil, or any procedure carried out while the pupil is I n a state of whole or partial undress. The supervision of pupils 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 pupils:

Should be aimed at meeting the needs of pupils

Should respect the dignity of each pupil

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. Intimate care will be carried out only by regular school employees (in so far as is possible).

**Relationship to the School Ethos**

All pupils 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 pupil involved is paramount

To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner.

**Staffing Levels**

Toileting ‘Accidents’

As teachers we act ‘in loco parentis’ and can deal with a toileting accident without assistance. It is good practice to only provide help that is required by the pupil. The teacher should encourage the pupil to do as much for themselves as possible. A teacher must always be cognisant of his/her duty of care regarding effective supervision of all the pupils in the class when assisting a pupil with toileting.

**Children with Specific Toileting/Intimate Care Needs**

* 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
* Provision for occasions when staffs are absent will be outlined (e.g. Substitute SNA’s will not generally be involved in intimate care. Any change of personnel will be discussed with the pupil, if appropriate
* Two members of staff will be present when dealing with intimate care needs
* Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil’s file
* As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc
* A written 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

**Toileting Accidents**

* At the junior infant induction meetings, the school procedures will be outlined to parents, and they will be asked to submit in writing specific wishes regarding toileting accidents
* A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school
* 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
* If staff must clean /change the child, two members of staff, familiar to the child will attend to him/her
* Parents will be notified of these accidents
* A record of the incident should be kept

**Parent Responsibilities**

Parents/Guardians need to identify any toileting needs in their application form. 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

**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:

Address the pupil by name and ensure he/she is aware of the focus of the activity.

Verbalise your actions to the pupil in a reassuring way to prepare them for each procedure.

Use visual cues for pupils with limited communication, e.g. pointing at a wipe or 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 pupil 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 in the bin provided.

Intimate care procedures will be carried out in a manner which treats the pupil in a dignified and respectful way and allows the pupil the maximum level of privacy.

The pupil’s independence will be encouraged.

**Reporting**

All toileting ‘accidents’ involving pupils with no Care Plan must be reported to the pupils parents.

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

Accidently hurts/injures the pupil

The staff member observes something which raises child protection concerns

The pupil seems to misinterpret what is said or done

The pupil has a very emotional reaction without apparent cause the incident must be reported to the DLP or Deputy DLP as appropriate.

**Staff Roles and Responsibilities**

Teachers, SNAs and the Principal assume shared responsibility, participates in, and contributes 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 pupils in our school

3. Feedback from all staff

4. Feedback from relevant parents/guardians.

**Implementation**

This policy is effective immediately.

**Evaluation**

This policy is monitored on an ongoing basis.

**Ratification & Communication**

**This policy was ratified by the Board of Management of Scoil Mhuire, Ballyhooly and will be reviewed in accordance to the needs of the school.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Chairperson of Board of Management) (Principal)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**