

Newtownwhite Educate Together NS

Ballysakeery,
Ballina,
Co. Mayo.
F26 TP63

Tel: 096 32728 / 086 7933559

Roll Number: 09040K

Email: newtownwhite@gmail.com

Website: www.newtownwhiteetns.com



Intimate Care 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. Intimate care will be carried out only by regular school employees.

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.

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 student. The teacher should encourage

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the student 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 students in the class when assisting a student with toileting.

Intimate Care Policy

Toileting of students with incontinence/medical needs:

It is school policy that:

- The personnel involved in intimate care needs of students are usually SNA's but teachers may be involved.
- One SNA may change the child in the accessible toilet (staff toilet) with the door slightly ajar. Office is situated next door and usually occupied by another staff member, should the class teacher be required (secretary can get the class teacher).
- Substitute SNA should work alongside Class Teacher in the case of no regular SNA being available at the time. No substitute SNA changes a child in isolation.

Wetting incident:

The SNA/teacher/designated personnel will provide the child with a change of clothes and/or underwear as necessary. Ordinarily, the child will be changed in the Staff toilet/Accessible toilet.

- The child will use said clothes to change him or herself.
- The SNA/teacher / designated personnel will assist the child with dressing only if absolutely necessary.
- Incidents are logged on template in the office by the Class Teacher at the end of the day.
- Parents/guardians are informed via Aladdin by the class teacher.
- Wet clothes are sent home in a plastic bag.
- Parents/guardians are asked to return "spare" clothes after washing.
- Parents/guardians will be informed of this procedure in the Junior Infants induction meeting prior to their child starting school

Soiling incident

- If the child soils him/herself, Parents/guardians are contacted and asked to collect their child.

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- In the event that a parent cannot be contacted, the SNA/teacher/designated personnel will do what is possible to make the child comfortable. Ordinarily, the child will be changed in the Staff toilet/Accessible toilet.

- The SNA/teacher/designated personnel will provide the child with wipes.

- The SNA/teacher/designated personnel will provide the child with a change of clothes and/or underwear as necessary.

- The child will use said clothes to change him or herself.

- The SNA/teacher/designated personnel will assist the child with dressing only if absolutely necessary.

- Incident is logged on template in the office and Aladdin when set up

- Parents/guardians are informed of details of incident upon collection/ via Aladdin by the class teacher if not collected/on bus.

- Soiled clothes are sent home in a plastic bag.

- Parents/guardians are asked to return "spare" clothes after washing.

- After an incident of diarrhoea, the child is advised to stay at home until they are symptom free for at least 48 hours.

- Parents/guardians will be informed of this procedure in the Junior Infants induction meeting prior to their child starting school.

Vomiting incident:

If the child vomits on him/herself, parents/guardians are contacted and asked to collect their child.

In the event that a parent cannot be contacted, the SNA/teacher/designated personnel will do what is possible to make the child comfortable.

The SNA/teacher/designated personnel will provide the child with wipes.

The SNA/teacher/designated personnel will provide the child with a change of clothes as necessary.

The child will use said clothes to change him or herself.

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The SNA/teacher/designated personnel will assist the child with dressing only if absolutely necessary.

Parents/guardians are informed via Aladdin by the class teacher.

Parents/guardians are informed of details of incident upon collection

Soiled clothes are sent home in a plastic bag.

Parents/guardians are asked to return "spare" clothes after washing.

After an incident of vomiting, the child is advised to stay at home until they are symptom free for at least 48 hours.

Parents/guardians will be informed of this procedure in the Junior Infants induction meeting prior to their child starting school.

STUDENTS WITH SPECIFIC TOILETING OR INTIMATE CARE NEEDS

It may be the case that a pupil will have an ongoing need for assistance with toileting/intimate care. In all such situations the following guidelines and procedures must be followed:

THE ROLES AND RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents/Guardians should identify any toileting or intimate care needs in their application form.

Parents/guardians will be required to attend a meeting with the principal and SEN coordinator/ class teacher /SET to discuss the specific care needs of their child and how the school will meet them.

Where possible, Parents/guardians should provide the school with professional reports (O.T., nurse, Early Intervention Team, Enable Ireland etc) and/or relevant contact details. Professional report should recommend toileting strategies and support school staff in supporting intimate care needs of the child. Professional report may also indicate the need for specialised equipment, to ensure the dignity of the child at all times.

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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
- Intimate Care Policy
- Signature of SENCO/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 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 student at all times.
- Have all equipment and materials to hand before commencing.
- Use discreet observation if checking to see if a nappy/clothing 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 student in a dignified and respectful way and allows the student the maximum level of privacy.

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- The student's independence will be encouraged.

Reporting

All toileting 'accidents' involving students with no Care Plan must be reported to the students 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/SET or the DLP or Deputy DLP as appropriate.

Staff Roles and Responsibilities.

Teachers, 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 students in our school
3. Feedback from all staff
4. Feedback from relevant parents/guardians.

Implementation

This policy is effective immediately from the date of ratification.

Ratification & Communication

This policy was ratified by the Chairperson of the Board of Management on 15th February 2023.

Review Timetable

This policy will be reviewed in February 2025 and amended as necessary by means of a whole school collaborative process.

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Evaluation

This policy is monitored on an ongoing basis.

Signed:  Chairperson: Gerry McKeivitt

Signed: *Caroline Walkin* Principal: Caroline Walkin

Date: 15th February 2023 Review: February 2025

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Appendix A

INTIMATE CARE / TOILETING PLAN

Child's Name	
Date of Birth	
Child's Class	
Relevant Staff	

Specific Care Needs	
Nature of Care Needs	
Child's Current Level of Ability	
Timeline & skills which need to be taught:	Timeline & procedures for teaching new skills
Procedures for Care	
Times and frequency each day when care is required	
Staff to be involved in this care	
Provisions for when named staff members are absent	
Equipment required for this care	
Procedures for using this equipment	
Additional materials / resources needed	
Procedures for storing and disposing of materials. Please note parents/guardians are responsible for providing the school with necessary materials	

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Language to be used when providing this care:	Naming body parts: Vulva – Penis – Bottom – Naming bodily functions: Urination – Bowel movement –		
Cultural / religious sensitivities (if any)			
Date of Intimate care meeting:		Date intimate care plan finalised	
Review Date:			

Individuals involved in this plan	Name - printed	Signature
Parent / guardian 1		
Parent / guardian 2		
Class Teacher		
SNA 1		
SNA 2		
SET		
Other Relevant Personnel		
Principal		
Therapists		

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Appendix C

Permission form for Intimate Care Provision

Should your child have a toileting accident (soil or wet themselves) or vomit in school and require changing we are willing, with your permission to clean and change your child as required.

We will follow the procedures outlined in our "Intimate Care Policy".

This role will always be undertaken by a member of staff (teacher or SNA or other named designated personnel) and you will be informed that an incident has taken place.

In such an event please indicate below how you would like us to proceed.

- In the event of my child having a toileting accident or vomiting in school and needing to be cleaned and changed, I give permission for a member of staff (teacher or SNA or named designated personnel) to clean and change him / her.

Child's name _____

Name or Role of Staff Member: _____

Signed _____ (Parent/Guardian)

OR

- In the event of my child having a toileting accident or vomiting in school and needing to be cleaned, I would like to be contacted so that I can proceed to school.

I accept that if you are unable to contact myself or someone on the emergency contact list you will proceed to clean and change him / her as based on the procedures outlined in the "Intimate Care Policy".

Child's name _____

Signed _____ (Parent/Guardian)