

October 2021

Intimate Care and Toileting Policy

Introduction:

This policy was originally developed and ratified by the Board of Management in April 2009. It was most recently reviewed in October 2021.

Background & Link to School Ethos:

All pupils and staff members have the right to be safe and feel safe and to be treated with dignity and respect. Intimate Care is any caring procedure which involves the dressing and undressing, 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 in 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 the pupil
- should respect the dignity of the pupil
- should be consistent with professional integrity of staff members

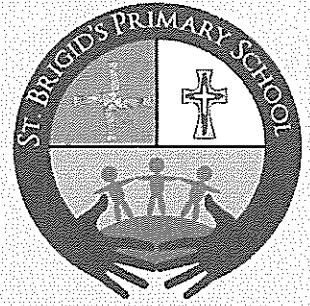
Rationale:

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting while meeting the needs of pupils who have toileting 'accidents', pupils who have special care needs requiring assistance during toileting and pupils dressing/undressing during team sports and swimming. The policy is in response to ensuring good practices and procedures exist as required by 'Children First' Child Protection Guidelines.

Aims and Objectives:

The aims of this policy are

- To ensure 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.
- To safeguard staff members' integrity relating to Child Protection matters.



Toileting:

Toileting 'Accidents' Junior Infants/Senior Infants/1st Class

Toileting 'accidents' will occur, especially at the junior level. The school will keep a supply of clean underwear, wipes and tracksuit bottoms in the Infant and 1st classroom for junior pupils involved in a toileting 'accident'. The class teacher and/or SNA (if appropriate) in the classroom, or any other staff member, will guide the pupil to change, if required. If child is unable to change clothing, older brother or sister will be called to assist.

Two adults are required to be present if the teacher/SNA has to enter the toilet area. One adult will suffice only if the child can be directed from outside the toilet area ie. the corridor. Regarding rooms 3-6, an adult remaining in the classroom with the classroom door open will constitute the secondary person. A report of a toileting accident should be kept by the teacher in their own class notes.

Class teacher/Secretary will contact the parents on the day that the toileting accident occurs through a phone call. The elements of good practice as outlined later in this policy should be followed.

2nd – 6th Class

In the event of a toileting accident in 2nd - 6th Class, the following procedures should be followed-

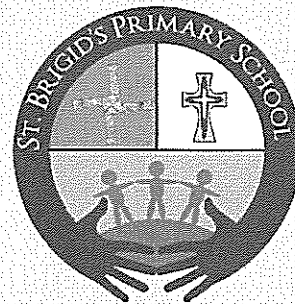
If spare clothes are available, the teacher will discreetly arrange with the pupil to be given what they require and guide them to change themselves. Appropriate regard will be given to the dignity and the privacy of the child at all times. If no spare clothes are available, Secretary/class teacher will call the parents to inform them of the toileting 'accident' and request that they come in with clothes and to assist the pupil if required.

A report of a toileting accident should be kept by the teacher in their own class notes.

Best Practice:

It is good practice to only provide help that is required by the pupil. Teacher should encourage the pupil to do as much for himself/herself 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.

Dealing with Body Fluids: If the area affected cannot be closed off securely while awaiting cleaning after school, urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by the member of staff responding. Floor area and/or equipment should be wiped down with specific cleaning wipes which are available through the supply/cleaner's room. These items



should be disposed of safely. Staff must wear protective gloves. Soiled pupil's clothes should be bagged and sent home. Staff should not rinse/wash soiled clothes.

Toileting/Intimate Care of a Pupil with Special Needs:

Normally a child who has a specific toileting need will have a special needs assistant assigned to him/her. In the event that this need has been identified, a care plan will be developed in partnership with the pupil's class teacher, designated SNA & the pupil's parents/guardians. The Care Plan will include specific Care Need and the staff members involved, including a contingency plan to cover staff absences, which may involve the sudden re-allocation of SNAs to assist with a toileting event.

Information on the child's preferred means of communication to include agreed terminology for body parts and bodily functions will be included in the Care Plan.

Parents/Guardians should supply the school with resources required by the school to carry out the toileting or other care need, which may include, but not limited to: • Nappies • Wipes • Creams • Nappy Sacks • Spare Underwear and Clothes.

All toileting visits/incidents involving the toileting of a pupil with a Care Plan will be logged on the 'Toileting Log Sheet' and initialed by both staff members present.

Supervision of Pupils Dressing/Undressing

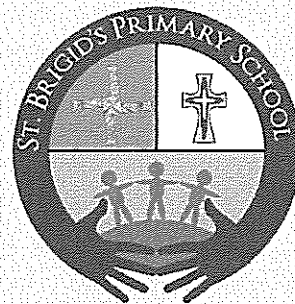
School staff members supervise the general area around the changing rooms for swimming lessons. Teachers do not assist pupils to get dressed and undressed. Parents must attend if their child requires help with dressing. See **Swimming Policy**

Reporting:

The Toilet Log for Special Needs pupils will be retained on their Support File.

Communications to parents regarding toileting and intimate care will be made using Home/School, where applicable.

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Child Protection:

If during the intimate care of a pupil, a staff member observes something which raises child protection concerns, the incident should be reported to the DLP or Deputy DLP, as appropriate.

Roles and Responsibilities:

All staff, under the leadership of the Principal 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:

- a) Participation of all staff in the policy
- b) Safe and effective care of all pupils in our school
- c) Feedback from all staff
- d) Feedback from relevant parents/guardians.

Ratification & Communication:

This policy was originally ratified by the Board of Management at a meeting on 2nd April 2009.

Signed: Liam Farrell (Chairperson of the Board of Management)

This Policy was most recently reviewed by the Board of Management on 4th October 2021

Signed: Kern Duffy (Chairperson Board of Management)

Date: 4/10/21