



Gaelscoil Naomh Pádraig

Intimate Care and Toileting Policy

Introduction:

This policy has been developed by the staff of Gaelscoil Naomh Pádraig in consultation with the Board of Management to ensure that the needs and rights of students and staff are protected and maintained and that the highest standards of best practice are ensured at all times in the area of intimate personal assistance. This policy aims to give clear direction with regard to staff's interaction with students who require intimate care. The intimate care needs of students will usually be carried out by SNA's but teachers may also be involved.

Intimate care is a key area of a person's self-image and respect and as such it is vital that it is practised in a sensitive manner. The level of assistance required will reflect the needs of each individual student at any given time.

Definition of Intimate Care:

Intimate care refers to all aspects of support to a student, whether by direct or indirect contact, which are associated with bodily functions, body products and personal hygiene involving intimate parts of the body.

Direct contact involves physical contact between the student and the staff member. It may involve touching of both intimate and non-intimate body parts.

Indirect contact involves the supervision, observation and prompting of the student to complete personal and intimate care tasks.

Intimate care includes dressing and undressing (underwear), support with using the toilet, changing of nappies or pull ups, washing intimate body parts and menstrual care (if required).

Aim:

The aim of this policy is to give direction to staff with regards to supporting students in their intimate care needs in a way which promotes the dignity, welfare and privacy of the students while also protecting the integrity of the staff involved.

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 with a view to drawing up an intimate care plan (Appendix 1)
- 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 staff are absent will be outlined (e.g. Substitute SNAs or teachers will not generally be involved in intimate care. Any change of personnel will be discussed with the pupil, if appropriate)

Procedure:

- Where possible, two members of staff will be present when dealing with intimate care needs, one member to administer the intimate care and a second member to stand outside the ajar door in case extra support is needed. It will not be necessary for both staff members to administer intimate care.
- Temporary staff and persons in the school on work placement will not be involved in dealing with intimate care needs
- Any changes to the care plan will be discussed with parent/guardian and pupil and noted in writing in the pupil's file
- As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc.
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs
- Staff will wear protective gloves when administering intimate care

- In order to promote independence, the student will be facilitated in performing as much of his/her intimate care needs as he/she is physically able to do
- Before commencing an intimate care task, the staff member will explain to the student, using an appropriate method of communication, what they are about to do and how they will do it
- A record of intimate care needs undertaken should be maintained – see Appendix 2

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 parents will be called to notify them of the situation and confirm permission for a member of staff (normally an SNA) to provide assistance to the child
- If staff must clean / change the child, two members of staff will attend to him/her, if available, preference is that the child is familiar with at least one of the members of staff (one member to administer / assist with the intimate care and a second member to stand outside the ajar door in case extra support is needed)
- Parents will be notified of any toileting accidents

Menstruation:

- A supply of sanitary towels etc. will be available in the toilets of all senior classes. A member of the school auxiliary staff will replenish these when necessary. As part of RSE discussion all children will be made aware of this
- Pupils in senior classes will be made aware of the location of the sanitary bins and their usage at the beginning of each year

Child Safeguarding:

In a situation where an issue of concern arises while carrying out an intimate care task, the staff member(s) will report this immediately to the DLP.

Such issues may include;

- The student is accidentally hurt
- The student seems unusually sore, tender, or bruised
- The student seems to misinterpret what is said or done
- The student has a very emotional reaction without any apparent cause
- The student makes an allegation against a staff member

Any concerns will be dealt with by the DLP in line with the schools Child Safeguarding Policy and in accordance with Children First Guidance.

<https://www.tusla.ie/children-first/children-first-guidance-and-legislation/>

Other policies to consult

This policy operates in conjunction with all other school policies, including:

The Code of Behaviour
Child Safeguarding Statement
Child Safeguarding Risk Assessment
SEN Policy
Health and Safety Policy

Implementation:

The Board of Management is responsible for the monitoring of this policy and for the provision of school supplies necessary for the administration of intimate care

The Principal, SEN Co-ordinator, SNA's and other relevant staff members will be responsible for the implementation of this policy.

The **Principal** is responsible for

- Ensuring that any member of staff who is required to provide intimate care support is made aware of this policy and receives appropriate training (where required) and advice prior to supporting a student with his/her intimate care.
- Ensuring that staff members carrying out intimate care fully understand the confidential and sensitive nature of the task and the potential for misinterpretation involved.
- Ensuring that any deficits in terms of resources which may affect the manner in which intimate care is delivered are addressed and where necessary brought to the attention of the BOM for resolution
- Ensuring that any Child Safeguarding concerns reported by staff members carrying out intimate care duties are addressed immediately
- Ensuring with the SEN Co-ordinator that the Intimate Care Plan is discussed with the student and parents/guardians at the beginning of each academic year and reviewed at the end of each term

Staff members who are required to provide intimate care support to students should:

- Ensure that they are familiar with and comply with this policy
- Ensure that they are familiar with and comply with the individual student's Intimate Care Plan (if a plan is in place)
- Report any concerns, which may arise when carrying out intimate care duties, immediately to the DLP
- Use protective clothing such as disposable gloves and aprons as appropriate when carrying out intimate care tasks.

This policy will be made available to staff on the intranet system, namely; Teachershare and on the school website @ www.gsnp.ie. Parents may also request a hardcopy which will be provided by the Principal.

Review and Adoption:

This policy shall be reviewed periodically, in light of emerging legislation and circulated. Guidelines from the Department of Education and Skills, the National Council for Special Education (NCSE), the Health Service Executive or other statutory body.

This policy was adopted by the Board of Management on

Signed: Brian Ó Fiaich
(Chairperson)

Date: 28/11/2022

Signed: Liam Breathnach
(Secretary to the Board)

Date: 28/11/2022

Gaelscoil Naomh Pádraig



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Intimate Care Statement – Appendix 1: Intimate Care Plan
Appendix 2: Record of Intimate Care

INTIMATE CARE PLAN

Name of student	
Date of Birth	
Class Group and teacher	
Parents/Guardians	

Tasks	Requires Intimate Care Intervention from Staff	Student can perform with supervision / minimal assistance from staff
Toileting		
Handwashing		
Dressing – changing clothes/underwear after a toileting accident		

Facilities /Equipment Required	Yes/No	Comments
Changing table		
Step (for pupil to reach table)		
Cupboard or locker to store items		
Disposal Unit/Bin		
Disposable Gloves		
Disposable Aprons		
Other		

Supplies	Family Supplies	School Supplies
Pull Up style Nappies – if advised by GP		
Flushable toilet wipes		
Nappy sacks		
Spare Clothes		
Changing Mat		
Liquid Hand Soap		
Antiseptic hand cleanser for staff		
Disposable gloves		
Disposable aprons		
Sterilising fluid		

Staff Members	Details of training required	Training given (date)

Comments

Permission for school to provide intimate care

I/We give permission for Gaelscoil Naomh Pádraig to provide intimate care to my/our child.

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

I/We have read and understood the Intimate Care Statement of Gaelscoil Naomh Pádraig.

I/We will provide the items listed above in a timely manner

1. Signature..... Date:.....

Name:.....Relationship to Child:.....

2. Signature..... Date:.....

Name:..... Relationship to Child:.....

Gaelscoil Naomh Pádraig



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Appendix 2 Record of Intimate Care Intervention

Name of student _____

Year/Class

Group _____

Name(s) of staff
involved _____

Date	Time	Procedure	Signature(s)	Comments

