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Education & Training
Boards Ireland
*Bord Oideachais &
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Roll Number: 20529J

INTIMATE CARE POLICY

BROADMEADOW COMMUNITY

NATIONAL SCHOOL



2022/2023

Principal: Miss J. Robinson

The Principal of Miss Jennifer Robinson is responsible for the implementation of this Intimate Care Policy.

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 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 pupil:

- 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.

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. The teacher/Support Assistants (SNAs) will provide the pupil with a change of underwear, which the pupil uses to change his/herself. If necessary, the school will provide a complete change of clothes. The teacher/SNA will assist with pupil with dressing only if absolutely necessary. If the pupil has soiled him/herself or has an issue supporting or encouraging the child to change themselves, the parents will be contacted in order to take the pupil home or change them in school if this is possible. In the event that a parent cannot be contacted, the teacher/SNA will do all that is necessary to make the pupil comfortable, but will not completely change the child.

Wet/soiled clothes will be put in a plastic bag and parents will be informed of what has happened when they collect their child through their homework/communication book. Parents are asked to return the clothes given to their child, washed and folded. A record of such incidents will be kept in the Incident Book in the classroom.

Parents are informed of the need of other clothes at the start of the academic year.

Changes of clothes and underwear are kept in the spare classroom.

Parent Responsibilities

Parents/Guardians need to identify any toileting needs in their application form. They should supply the school with the resources 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
- Sanitary pads

If you have any concerns in relation to toileting and this is not stated on the application, you must make the school aware through email or meeting.

Intimate Care/Toileting Plan

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

The Care Plan may include:

- Specific care need
- Number of staff required to meet the needs of the pupil
- Identification of the staff members involved
- Additional equipment required
- Pupil's preferred means of communication to include agreed terminology for body parts and bodily functions.
- Pupil's level of ability
- Cultural and/or religious sensitivities
- Signature of Class Teacher
- 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 pupil has an Intimate Care Plan, relevant staff must be completely familiar with the plan.

- Staff will address the pupil by name and ensure he/she is aware of the focus of the activity.
- Staff will verbalise their actions to the pupil in a reassuring way to prepare them for each procedure.
- For pupils with limited communication, staff will use visual supports e.g. pointing at a wipe or picture board.
- Appropriate and professional language will be used. Specific language may be detailed in a care plan.
- In intimate care, the touch should be affirmative and supportive, not rough or insensitive.
- Dignity and privacy of the pupil will be respected at all times.
- Staff will have all equipment and materials to hand before commencing.
- Staff will use discreet observation to check if a nappy/pad needs changing.
- Staff will use protective gloves provided.
- All precautions will be taken when disposing of soiled material in the bin provided.
- Intimate care procedures will be carried out in a manner which treats the pupils in a dignified and respectful way and allows the pupil the maximum level of privacy.
- The pupil's independence will be encouraged.
- Staff will not complete such duties for the child, only encourage. A call may be made home if difficulties arise as the child cannot be left in wet or soiled clothes or needing the toilet.

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 accidentally hurts/injures the pupil
 - observes something which raises pupil protection concerns
 - the pupil seems to misinterpret what is said or done
 - the pupil has an emotional reaction without apparent cause
- the incident must be reported to the Special Class Teacher/Principal/SENCO or the DLP or Deputy DLP as appropriate.

Staff Roles and Responsibilities

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

- Staff will inform parents/Guardian of any issues.
- A call may be made home if difficulties arise.
- Teachers/SNA will inform school DLP/Principal of any issues
- Meetings may be held with parents

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

Ratified: Brigid Manton 25/10/22 (Acting Chair)

Jennifer Robinson 25/10/22