



Intimate Care and Toileting Policy Scoil Chroí Ró Naofa Ballymurn

This policy is designed to ensure that all children attending the school, their families and school staff feel that pupils are treated with respect and that their right to privacy and dignity is upheld and actively promoted, while also ensuring that staff feel supported and safe while working with pupils. This is particularly important when dealing with the issue of Intimate Care needs.

In Scoil Chroí Ró Naofa the following principles guide all Intimate Care procedures:

1. It is essential that every pupil with a disability is treated as an individual when intimate care is being provided and that appropriate time is taken for intimate care.
2. It should enhance the quality of life of the individual receiving care and should be provided as gently and sensitively as possible, while respecting their privacy and dignity at all times.

Scoil Chroí Ró Naofa will adhere to the basic principles which should be borne in mind when providing intimate care (taken from HIQA 2013).

1. Pupils should give their consent prior to the provision of intimate care. If this is not possible, parents/guardians permission and co-operation is always sought.
2. Pupils have a right to feel safe and secure.
3. Pupils have the right to personal privacy.
4. All pupils receiving intimate care should be respected and valued as individuals. They should be listened to and their views taken into account. They should be treated courteously at all times and know who is looking after them.
5. Pupils have a right to be treated with dignity and respect and a professional approach from staff when meeting their needs.
6. Pupils have the right to information and support to enable them to make appropriate choices, where possible.
7. All pupils have the right to be involved and consulted in their own intimate care to the best of their abilities.

8. Pupils have the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.
9. If possible pupils have the right to express their views on their own intimate and to have such views taken into account.
10. Pupils/Parents/Guardians have the right to know how to complain and have their complaint dealt with.
11. Where practicable, a pupils personal care plan should be designed to lead to independence.

Intimate Care may involve touching intimate parts of a pupil's body and may leave staff vulnerable to accusations of abuse. It is unrealistic to eliminate all risk, but this vulnerability places an important responsibility on staff to act in accordance with agreed policies and procedures which protect all parties involved.

What is Intimate Care?

Intimate Care is defined as 'care tasks associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the sexual parts of the body'. (HIQA 2013). In addition to this, intimate care may also include tasks such as: help with feeding, oral care and/or hair care.

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 (where the pupil is newly enrolled).
- ✚ 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 through the IEP and PPP.
- ✚ 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. In the event, of the SNA being absent the SET will assume the duty of the intimate care needs.

- ✚ At present as Scoil Chroí Ró Naofa currently has access to only one SNA, there will be only one member of staff 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.
- ✚ Staff will wear protective gloves.
- ✚ At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.

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, the SNA will attend to him/her.
- ✚ Parents will be notified of these accidents in writing, with a copy being placed on the child's file.
- ✚ A record of the incidents should be kept.

Good practice where the dignity and safety of the pupil is of central importance will determine all Intimate Care procedures in Scoil Chroí Ró Naofa.

These procedures will be reviewed annually or as each individual case changes.

This Intimate Care policy was adopted by the Board of Management on:
20th March, 2018.

Matthew Kelly

Signed: _____

Matthew Kelly
Chairperson
Board of Management

Date: 20th March, 2018