

Ballyadams N.S

Intimate Care Policy

Introductory Statement:

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.

Rationale:

The policy was drafted in 2021 to;

- Increase knowledge, enhance skills and promote good practice in this sensitive area.
- Make all staff in Ballyadams N.S aware of the standards expected of them.
- Intimate care will be carried out only by regular school employees in so far as is possible.

Links to 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/SNA will provide the pupil with a change of underwear, which the pupil uses to change his/herself. If necessary, the school will provide a change of clothes. The teacher/SNA will assist with pupil with dressing only if absolutely necessary. If the pupil has soiled him/herself, the parents will be contacted in order to take the pupil home. In the event that a parent cannot be contacted, the teacher/SNA will do all that is necessary to make the pupil comfortable.

Wet/soiled clothes will be put in a plastic bag and parents will be informed of what has happened when they collect their child. Parents are asked to return the clothes given to their child, washed and folded. A record of such incidents will be kept by the class teacher. Parents are informed on this procedure prior to their pupil starting school. Changes of clothes and underwear are kept in the SET room. Staff are required to wear protective gloves while changing a pupil.

Toileting for Pupils with Diagnosed Care Needs:

It is school policy that:

- The personnel involved in intimate care needs of pupils are usually SNA's but teachers may be involved.
- We are aware that it is best practice that there should be a minimum of two staff members present if at all possible. However due to our circumstances as a two teacher school with no full time SET and only one SNA, the SNA/teacher will usually have to act alone.
- Substitute SNAs are not generally involved in intimate care but if unavoidable the change in personnel will be discussed with the pupil/parents.

Parent Responsibilities:

Parents/Guardians need to identify any toileting or intimate care 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

Sanitary Towels:

There is an adequate supply of sanitary bins in appropriate classroom toilets. This will be kept under review and updated by school management as necessary. Spare sanitary towels will be kept in senior classroom and in the office. Senior classes will be taught about menstrual periods as part of the RSE programme (with parental consent). They will also be informed about where they can get a sanitary towel if they need it.

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 SNA'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 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 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 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.

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 child safeguarding 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 Class Teacher/Principal 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 Policy.

Success Criteria

The school evaluates the success of the policy through:

- Participation of all staff in the policy
- Safe and effective care of all pupils in our school
- Feedback from all staff
- Feedback from relevant parents/guardians

Ratification and Implementation:

This policy was ratified by the Board of Management on 13.9.21. In accordance with the systematic cycle of review of policies adopted in Ballyadams N.S it will be reviewed after every four years, unless there is a compelling reason to review it earlier.

Signed: Daniel Dunne

Date: 13.9.21

Ballyadams N.S

Intimate Care Plan

Private & Confidential (relevant staff only)

Name of Pupil:	Date of Birth:
Class Teacher:	Period of Care Plan:
Detail of Specific Intimate Care Need:	Staff Members Involved in Intimate Care Need (Role):
Equipment/Materials Required:	Equipment/Materials to be Provided by Parents:
Further information Provided by Parents/Guardians in Relation to the Intimate Care Need (Preferred Communication, Language, Cultural/Religious Sensitivities, Tips, etc.):	Review Date:

Signature of Parent _____ Date: _____

Signature of Teacher _____ Date: _____

Signature of SNA: _____ Date: _____

Signature of Principal: _____ Date: _____