



KILGARVAN CENTRAL SCHOOL

INTIMATE CARE POLICY

Introduction.

Intimate Care is any caring procedure which involves helping a pupil to use the toilet, changing nappies or underwear or any procedure carried out while the pupil is in a state of whole or partial undress.

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 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 students 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 Procedures

Toileting 'Accidents'

As teachers we act 'in loco parentis' and can deal generally with a toileting accident without direct assistance. It is good practice to only provide help that is required or reasonably requested by the student. 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 students in the class when assisting a pupil with toileting.

The following procedure will apply in cases of :

- Wetting
- Soiling/toileting accidents
- Vomiting on clothes

At all times we will maintain the privacy and dignity of the child.

The teacher/SNA will provide the child with a change of clothes and encourages the child to change himself/herself. The teacher/SNA will assist the child with dressing only if absolutely necessary. The teacher /SNA will do all that is necessary to make the child comfortable and the parents will be contacted.

Wet/soiled clothes will be put in a plastic bag and parents will be informed of what has happened by the class teacher.

Changes of clothes / spare clothes are kept in the school. Staff are required to wear protective gloves while assisting a child.

Children with Specific Toileting/Intimate Care Needs:

It may be the case that a pupil will have an ongoing need for assistance with toileting/intimate care. At the enrolment stage, parents will be encouraged to inform the school of such needs. In all such situations a meeting will be convened, after enrolment and either before or shortly after the child starts school.

Parents/Guardians, Principal, Class Teacher, SNA will attend. The specific care needs of the child, and how the school will meet them, will be clarified and an application for SNA access will be completed if not already done so.

The personnel involved will be identified and provision for occasions when staff members may be absent will be outlined (e.g. Substitute SNAs will not generally be involved in intimate care, unless sanctioned by the principal). Any change of personnel or procedures will be discussed with the pupil, if appropriate.

Two members of staff will be present when dealing with intimate care needs. (One staff member must be in view of the other) Staff will wear protective gloves. (If deemed necessary by staff, children may require this also.)

As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc., and at all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.

A written copy of the agreement will be kept on the pupil's file and parents will be notified of any changes from agreed procedures.

Parent Responsibilities

Parents/Guardians need to identify any toileting needs. They should supply the school with the resources required to carry out the toileting or other care needs, which may include, but not be limited to:

Nappies

Wipes

Nappy Sacks

Spare underwear

Spare Clothes

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 and the pupil's parents/guardians. This can form part of the PPP (Personal Pupil Plan)

The Care Plan must include:

- Specific Care Need
- Number of staff required to meet the needs of the student
- Identification of the staff members involved
- Additional equipment required
- Child's preferred means of communication to include agreed terminology for body parts and bodily functions.
- Signature of Class Teacher, SNA ,Parent and Principal
- Date of Care Plan

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.

Implementation

This policy is effective immediately.

Ratification & Communication

This policy was ratified by the Chairperson of the Board of Management on 10/11/2021

Review Timetable

This policy will be reviewed at the end of June 2022 and amended as necessary by means of a whole school collaborative process.

Evaluation

This policy is monitored on an ongoing basis.

This policy should be read in conjunction with the Child Safeguarding Statement and Risk Assessment, SNA policy, SEN policy and Admissions Policy

Signed:

Gail O' Sullivan

(Principal)

James Harrington

(Chairperson of the B.O.M)

Appendix 1

Elements of Good Practice for Staff:

While it is not possible to prescribe guidelines that will apply in all situations, it is important that the elements of good practice be followed:

- In the case that a student has an Intimate Care Plan ensure you are completely familiar with the plan.
- Address the student by name and ensure he/she is aware of the focus of the activity.
- Verbalise your actions to the student in a reassuring way to prepare them for each procedure.
- Use visual cues for pupils with limited communication, e.g. pointing at a wipe.
- Use appropriate and professional language.
- Respect the dignity and privacy of the pupil at all times.
- Have all equipment and materials to hand before commencing.
- Use discreet observation if checking to see if a nappy needs changing.
- Use protective gloves provided.
- Take all precautions when disposing of soiled material in the bin provided.
- Intimate care procedures will be carried out in a manner which treats the pupil in a dignified and respectful way and allows the student the maximum level of privacy.
- The student's independence will be encouraged

Appendix 2

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Child's Name : _____

Date of Birth : _____

I give permission to the school to provide appropriate intimate care support to my child.

I will advise the school of any medical complaint my child may have which affects issues of intimate care.

Signature : _____ (Mother)

Signature : _____ (Father)

Date _____

Appendix 3

INTIMATE CARE PLAN

NAME :

DOB :

CLASS :

Class Teacher :

NAMES OF SUPPORT STAFF INVOLVED :

SPECIFIC CARE NEED :

EQUIPMENT REQUIRED :

LOCATION OF SUITABLE TOILET FACILITIES :

DETAILS OF SUPPORT REQUIRED :

FREQUENCY OF SUPPORT :

RECORD OF INTIMATE CARE INTERVENTION :

SNA will :

SIGNED :

_____ **Parent** **Date :** _____

_____ **Parent** **Date :** _____

_____ **SNA** **Date :** _____

_____ **SNA** **Date :** _____

_____ **Principal** **Date :** _____

_____ **SET** **Date :** _____