



St. John's N.S. Kenmare
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INTIMATE CARE AND TOILETING POLICY

Introduction

Intimate care is the supervision and assistance of pupils in the area of toileting and washing including helping to use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact with an intimate area of a student. All physical contact between staff and students should:

- Be aimed at meeting the needs of the students.
- Respect the dignity of each student.
- Be consistent with the professional integrity of staff members.

Rationale

The aim of this policy statement is to provide good practice in this sensitive area. All pupils and staff have the right to feel safe and be treated with dignity and respect. All staff will be made aware of this policy and the procedures set out within the document.

Aims

The aims of this policy are to:

- Ensure that the dignity and privacy of the student involved are respected.
- Develop an implementation plan of procedures whereby intimate care requirements are dealt with in a safe and appropriate manner.
- Outline procedures for children who do not have known intimate care needs but experience a toileting accident.

Procedure for Children with Specific Intimate Care Needs.

- In all situations where a pupil requires assistance with intimate care needs, a meeting will be held with the Parents/Guardians, class teacher, and other relevant staff involved with the child. Specific needs will be clarified by the Parents/Guardians in relation to the child, and how the school will meet these needs will be made clear.
- Only regular school personnel may be involved in the intimate care needs of pupils.
- Independence is encouraged where the child is able, and a maximum level of privacy is to be maintained at all times. As far as possible, the pupil will be involved in the identification of his/her personal needs.
- Two members of staff are to be present while intimate care needs are being addressed.
- Staff will wear protective gloves.
- The class teacher and relevant staff will devise an intimate care plan in consultation with the parents/guardians. This plan will be signed by the parents/guardians, which implies their consent. The intimate care plan will outline the specific needs of the child, the procedures to be followed, the roles of staff involved, and the items to be supplied by parents (e.g., nappies, wipes, creams, spare clothing) and the school (e.g., gloves, record-keeping materials). It will be stored in the pupil's file and reviewed as the needs of the child change.
- If, during the course of providing intimate care, staff notice that the child has been accidentally hurt, appears upset, or seems sore or tender, this must be reported to the parents/guardians without delay. Staff should record the incident in detail and inform the Principal or Deputy Principal as appropriate. Clear communication with parents is essential to ensure the child's well-being and to decide on any necessary next steps.

General Toileting Accidents

- At the Junior Infant Induction Meetings, parents/guardians will be signposted to the school's Intimate Care Policy, available on our website. A note outlining our procedures for addressing toileting accidents will also be included in the enrolment pack.
- A supply of clean underwear, wipes, track-suit bottoms, etc., will be kept in the school.
- Parents will be contacted when a child has a toileting accident and will have the option to collect their child or give consent for relevant staff to address the matter in school. If parents are uncontactable, staff will proceed to address the toileting accident in school, and parents will be informed afterward. A record of these instances will be kept.
- The pupil will be offered fresh clothing to clean and change themselves.

- If the child is unable to clean or change themselves, staff will clean/change the child.
- Two members of staff familiar to the child will attend him/her.
- At all times, the dignity and privacy of the pupil will be paramount in addressing his/her needs.

Implementation

This policy is made available to Parents/Guardians on our website www.stjohnskenmare.ie.

This policy was approved by the Board of Management on _____

Signed: _____ Date: _____

Chairperson, Board of Management