
Toileting / Intimate Care Policy

St. Martin de Porres NS
Roll Number: 19617W

Date: 17th September 2020



Intimate Care & Toileting Procedure

Introduction

Intimate care is any caring procedure which involves attending to a student 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 student, or any procedure carried out while the student is in a state of whole or partial undress. The supervision of students 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 students:

- Should be aimed at meeting the needs of students
- Should respect the dignity of each student
- Should be consistent with professional integrity of staff members.

Policy Rationale

The aim of this 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 is carried out only by regular school employees.

Relationship to the Ethos of the School

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 student is preserved at all times
- To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner.

Staffing Levels

Toileting 'Accidents'

As teachers and SNAs, 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 student. The teacher should encourage the student 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 students in the class when assisting a student with toileting.

Toileting of students in the ASD Class

It is school policy that;

- The personnel involved in the intimate care needs of students are usually SNAs, but teacher may also be involved.
- There should be a minimum of two staff members present at all times. Additional support will be provided by mainstream SNAs if necessary.
- No substitute SNA should be involved in the toileting of a student unless sanctioned by the Principal or the SENCO.

Parental Responsibilities

Parents/Guardians need to identify any toileting needs in their application form. They should supply the school with the resources required to carry out the toileting or other care needs, which may include, but is not limited to;

- nappies
- wipes
- creams
- nappy sacks
- spare underwear
- spare clothing

Intimate Care/Toileting Plan

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

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
- Child's level of ability
- Cultural and/or religious sensitivities
- Signature of Class Teacher
- Signature of SENCO/Principal
- Signature of parent/guardian
- Date of Care Plan

Elements of Good Practice of 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 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 students with limited communication, E.g. pointing at a wipe or picture board.
- Use appropriate and professional language. Specific language may be detailed in Care Plan.
- In Intimate Care, the touch should be affirmative and supportive, not rough or insensitive.
- Respect the dignity and privacy of the student at all times.
- Have all the equipment and materials to hand before commencing.
- Use discreet observation if checking to see if a nappy needs changing.
- In order to adhere to current Health and Safety Guidelines in relation to COVID-19, use PPE, such as masks, visors, gloves, aprons etc. when in close contact with children.
- 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 student in a dignified and respectful way and allows the student the maximum level of privacy.
- Encourage the student's independence.

Reporting

All toileting 'accidents' involving students with no Care Plan must be reported to the student's parents.

If during the intimate care of a student a staff member;

- Accidentally hurts/injures the student,
- The staff member observes something which raises child protection concerns,
- The student seems to misinterpret what is said or done,
- The student has a very emotional reaction without apparent cause,

the incident must be reported to the ASD Class teacher/Principal/SENCO or the DLP/Deputy DLP as appropriate.

Staff Roles and Responsibilities

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

Success Criteria

The school evaluated the success of the policy through;

1. Participation of all staff in the policy
2. Safe and effective care of all students in our school
3. Feedback from all staff
4. Feedback from relevant parents/guardians.

Implementation

This policy is effective immediately.

Review Timetable

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

Evaluation

This policy is monitored on an ongoing basis.

Ratification and Communication

This policy was ratified by the Board of Management on 17th September 2020.

Signed: Antoinette Thompson
Chairperson of the BOM

Signed: Valerie O'Loughlin
Principal
Secretary of the BOM

