St. John the baptist Primary School

BALLAGHKEENE N.S.

THE BALLAGH,
ENNISCORTHY,
CO. WEXFORD

Intimate Care Policy

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 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 student 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 student. The teacher/SNA should encourage the student to do as much for themselves as possible. A teacher/SNA must always be cognisant of his/her duty of care regarding effective supervision of all the students in the class when assisting a student with toileting.

Toileting of students in a Special Class

It is school policy that;
The personnel involved in intimate care needs of students are usually SNA's but teachers may be involved.
During changing, another adult in the room- SNA or teacher may check in to see if assistance is required but they will not be there for the duration of the nappy change/toileting. The door will remain ajar for the duration of intimate care needs.
No substitute SNA should be involved in the toileting of a student unless sanctioned by the Principal or the SENCO

Parent 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 not be limited to;
Nappies
Wipes
Creams
Nappy Sacks
Spare underwear
Spare Clothes

Personal Pupil Plans

In the event that a specific toileting need has been identified for a student, an intimate Care/Toileting Plan will be included within that child's Personal Pupil Plan (PPP). This will be developed in partnership with the student's class teacher, designated SNAs and the student's parents/guardians.

The 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

Childs 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 SNA

Signature of Parent/Guardian

Date of 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 student has an Intimate Care Plan within their PPP, 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 their 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 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 student in a dignified and respectful way and allows the student the maximum level of privacy.

The student's independence will be encouraged.

Reporting

All toileting 'accidents' involving students with no Personal Pupil Plan must be reported to the students parents.
If during the intimate care of a student a staff member;
Accidently 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 Teacher/Principal/SENCO or the DLP or Deputy DLP as appropriate.

Staff Roles and Responsibilities

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

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 students 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 in

Review Timetable.

This policy will be reviewed ..... and amended as necessary by means of a whole school collaborative process.

Evaluation

This policy is monitored on an ongoing basis.

Parent/ Guardian Signature: _____ Date: _____

This Intimate Care Policy was adopted by the Board of Management on

7th Oct 24.

This Intimate Care Policy was reviewed by the Board of Management on

7th Oct 24.

Signed: Geddina Waters

Chairperson of Board of Management

Date: 7/10/24

Signed:

Principal/Secretary to the Board of Management

Date: 7/10/2024