



Intimate Care and Toileting Policy

Intimate care is defined as 'care tasks associated with bodily functions, body products and personal hygiene, which demand direct or indirect contact with or exposure of the sexual parts of the body'. It is essential that the child's privacy and dignity are respected when carrying out intimate care. All individuals have the right to privacy, dignity and respect. Care needs can be divided into personal care needs and intimate care needs" (*Nursing Practice Guideline on Intimate Care, Children's Health Ireland. Nov 2021*)

Examples of intimate care tasks

- Help with eating
- Oral care
- Hair care
- Dressing and undressing
- Assistance with toileting
- Menstrual care
- Changing soiled continence pads
- Catheter or stoma care
- Prompting to go to bathroom
- Assistance with bodily cleaning

Principles for providing intimate care to school pupils:

Ballybay CNS takes on board the following principles in formulating the intimate care and toileting policy:

- Pupils who require intimate care are vulnerable to abuse.
- Pupils have the right to feel safe and secure.
- Pupils have the right to personal privacy.
- Pupils have the right to be treated with dignity and respect.
- Pupils have the right to express their views on their intimate care and to have such views taken into account.

Ballybay CNS recognises the risk associated with the provision of intimate care which may leave school staff open to accusations of abuse. The school shall provide a safe and secure working environment for the staff involved in the delivery of intimate care.

Children with Specific Toileting/Intimate Care Needs:

- Parents/Guardians of any pupil who requires special assistance with toileting or other intimate care needs are required to bring this information to the attention of Ballybay CNS prior to their enrolment. This notification will allow the school to apply to the Department of Education (SENO) for special needs assistant (SNA) support.
- Parents / Guardians, School Principal, Class Teacher and if appropriate, the pupil, will meet to ascertain the specific care and toileting needs of the pupil and to determine how the school can best attend to those needs where practicable.
- At this meeting the school staff to be involved in providing the intimate care and toileting will be identified.

- An intimate care and toileting plan (Appendix 1) for the pupil will be agreed and stored in the pupil's file. A copy of care plan will be forwarded to the parents / guardian of the pupil. It will updated when the need arises.
- A form granting permission to school personnel to provide intimate care (Appendix 2) will be signed by the parent(s).
- An individual record (Appendix 3) of occurrences of intimate care needs will be kept by the SNA.
- All teachers and SNAs will have access to the intimate care and toileting policy.

Implementation of the intimate care and toileting plan:

- The care will be provided by an SNA who is assigned to the pupil.
- It is good practice to have a second staff member in the vicinity/room when the SNA is attending to a child's intimate care needs. This second staff member may be readily available for support if necessary, depending on the need involved. It is accepted that there may be exceptional circumstances where just one is available.
- The SNA should notify another staff member(s) that they are assisting a child to a toilet area.
- If the SNA who is assigned to carry out the intimate care is absent the intimate care and toileting will be provided by another SNA in the school.
- Parents/guardians are required to notify the school if any update to the intimate care and toileting plan is required for the pupil. This update will be noted in writing in the pupil's file.
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.
- Parents / Guardians will supply the necessary supplies needed for the implementation of the intimate care and toileting plan.
- All staff are familiar with *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

Toileting Accidents:

- This section applies to pupils who do not have intimate care and toileting needs but who may have a toileting accident during school hours.
- Ballybay CNS keeps a small supply of clean underwear for use in the event of a toileting accident.
- Should a pupil wet themselves, they will be offered fresh clothing and underwear to change into and the wet clothes will be put in a bag and sent home.
- If, for any reason, the child is unable to change and dress themselves in the junior classes then assistance will be provided by school staff.
- This dressing assistance provided by school staff will comply with the Child Safeguarding Statement.
- For hygiene reasons Ballybay CNS does not accept the return of laundered underwear.
- Parents / guardians will be notified if a pupil has a wetting or soiling accident via Aladdin or by phone.
- Parents/guardians are requested to launder and return the tracksuit bottom to the school.

- In the event of a soiling accident the school will contact the parents/guardians to inform them of the toileting accident and to allow them to make appropriate arrangements.
- Parents/guardians will be requested to bring in their own cleaning wipes and disposable gloves. Ballybay CNS does not supply cleaning wipes and disposable gloves as pupils may be allergic to both.

Reporting

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 via school email to the DLP or Deputy DLP in his absence.

Implementation:

This policy is effective from 2-10-24.

Ratification:

This policy was ratified by the Board of Management on 2-10-24.

Signed: *J. Michael McArthur* Date: 2-10-24
Chairperson of Board of Management.

Appendix 1

INTIMATE CARE AND TOILETING PLAN

Child's Name		Relevant Staff
Child's Class		
Date of Birth		

Specific Care Needs	
Nature of Care Needs.	
Child's Current Level of Ability	
Any allergies relating to typical personal cleaning items or substances.	
Timeline & skills which need to be taught:	Timeline & procedures for teaching new skills
Procedure for Care	
Times and frequency each day when care is required	
Staff to be involved in this care	
Provisions for when named staff members are absent	
Equipment required for this care	
Procedures for using this equipment	
Additional materials / resources needed	
Procedures for storing and disposing of materials. <i>(Please note parents / guardians are responsible for providing the school with necessary materials)</i>	
Language to be used when providing this care:	Naming body parts: Vulva – Penis – Bottom – Naming bodily functions: Urination – Bowel movement –

Cultural / religious sensitivities (if any):			
Date of Intimate care meeting:		Date intimate care plan finalised:	
Review Date:			

Individuals involved in this plan	Name - printed	Signature
Parent / guardian 1		
Parent / guardian 2		
Class Teacher		
SNA 1		
SNA 2		
SET		
Principal		
Therapists		
Other Relevant Personnel		

Appendix 3: PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Child's Name _____ Date of Birth _____

I/We understand that where my/our child has a toileting accident (soil or wet themselves) or a vomiting accident, the school is prepared to attend to my/our child including provision of intimate care and changing where required.

(Tick appropriate box below.)

In the event of my/our child having a toileting accident (soil or wet themselves) or a vomiting accident and needing to be cleaned and changed I/we give permission for a member of staff to clean and change him/her.

OR

In the event of my/our child having a toileting accident (soil or wet themselves) or a vomiting accident and needing to be cleaned, I/we would like to be contacted so that I/we can proceed to school to attend to my child.
I/We accept that if school personnel are unable to contact me/us or someone on the emergency contact list, the school will proceed to clean and change him / her following the procedures outlined in the "Intimate Care and Toileting Policy"

I/We have read the procedures outlined in the "Intimate Care and Toileting Policy". I/We are satisfied that this role will always be undertaken by a member of staff.

I/We accept that while two members of staff will be in the vicinity where intimate care support is needed, there may be exceptional circumstances where just one is available to support my/our child.

Signed _____ (Parent/Guardian) Date _____

Signed _____ (Parent/Guardian) Date _____