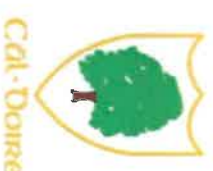


# Colderry Central School



## **Intimate Care and Toileting Policy**

### **Introductory Statement**

This policy was developed by all school staff at a meeting in December 2023. It was further developed and ratified at a Board of Management meeting on the 11th of January 2024.

### **Background & Link to School Ethos**

All pupils and staff members have the right to be safe and feel safe and to be treated with dignity and respect. Intimate Care is any caring procedure which involves the dressing and undressing, 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 pupil, or any procedure carried out while the pupil is in a state of whole or partial undress. The supervision of pupils 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 pupils:

- Should be aimed at meeting the needs of the pupil
- Should respect the dignity of the pupil
- Should be consistent with professional integrity of staff members

### **Rationale:**

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting while meeting the needs of pupils who have toileting 'accidents', pupils who have special care needs requiring assistance during toileting and pupils dressing/undressing during team sports and swimming. The policy is in response to ensuring good practices and procedures exist as required by 'Children First' Child Protection Guidelines.

## **Aims and Objectives:**

The aims of this policy are:

- To ensure 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.

## **Toileting**

### **Toileting 'Accidents' Junior Infants/Senior Infants**

Toileting 'accidents' will occur, especially at the junior level. The school will keep a supply of clean underwear, wipes and tracksuit bottoms in the store room for Junior & Senior Infants pupils involved in a toileting 'accident'. The class teacher and/or SNA (if appropriate) in the classroom, will assist the pupil change, if required. The Toileting 'accident' should be logged on the 'Toileting Report Form'. A report of a toileting accident should be kept by the teacher in their own class notes. There is no requirement to file a copy in the child's file and with the principal as is policy with all other reports made on this form.

Class teacher/Secretary will contact the parent on the day that the toileting accident occurs through a phone call.

The elements of good practice as outlined later in this policy should be followed.

### **1<sup>st</sup> Class – 6<sup>th</sup> Class**

In the event of a toileting accident in 1st – 6<sup>th</sup> Class, the following procedures should be followed:

- Teacher discreetly arranges with the pupil to wait in the school office or another area of the school where the appropriate regard is given to dignity of the child. Staff will be cognisant to respect the dignity and privacy of all pupils in this regard. The response will be age appropriate in this regard.
- Secretary/Class Teacher will call the parents to inform them of the toileting 'accident' and request that they arrange to come in to assist the pupil change. This will be done in the staff toilet. If spare clothes are available, the teacher may assist and guide the pupil to change clothes, if deemed appropriate by the teacher.

- The teacher will log the incident with any relevant details in the 'Toileting Report Form'. A report of a toileting accident should be kept by the teacher in their own class notes. There is no requirement to file a copy in the child's file and with the principal as is policy with all other reports made on this form.

## **Toileting/Intimate Care of a Pupil with Special Needs**

Normally a child who has a specific toileting need will have a special needs assistant assigned to him/her. In the event that this need has been identified a care plan will be developed in partnership with the pupil's class teacher, designated SNA & the pupil's parents/guardians. The Care Plan Template is appended to this policy document.

The Care Plan must include:

- Specific Care Need
- The number of Staff required to meet the needs of the pupil.
- 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
- Review Date
- Signature of Parents/Guardians
- Signature of Class/ Resource Teacher
- Signature of SNA
- Signature of Principal/Deputy Principal
- Date of Care Plan

Parents/Guardians should supply the school with resources required by the school to carry out the toileting or other care need, which may include, but not limited to:

- Nappies
- Wipes
- Creams
- Nappy Sacks
- Spare Underwear

All toileting Incidents involving the toileting of a pupil with a Care Plan must be logged on the 'Toileting Log Sheet' which is remitted home at

the end of each week. A copy of this must be kept by the class teacher. In the event that the staff member wishes to report some event and/or observation during a toileting incident he/she must complete a Toileting Report Form, which will be sent home immediately. This will also be logged on the weekly 'Toilet Report Log' with a note that a Report Form was completed See 'Toileting Report Form' appended to this policy document.

## **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 pupil. Teacher should encourage the pupil to do as much for himself/herself as possible. A teacher must always be cognisant of his/her duty of care regarding effective supervision of all the pupils in the class when assisting a pupil with toileting.

### **Toileting of a Pupil with Special Care Needs**

The child's care plan will establish the level of staffing required, which may involve the sudden re-allocation of SNAs to assist with a toileting event. Such issues will be detailed in the Care Plan. However it is school policy that:

- There should be a minimum of two staff members at all times.

### **Dealing with Body Fluids**

- Urine, Faeces, blood and vomit will be cleaned up immediately and disposed of safely by the member of staff responding.
- Floor area and/or equipment should be wiped down with specific cleaning wipes which are available through the supply/cleaner's room. .
- Staff must wear protective gloves which are available through the secretary's office. The gloves must never be used for any other purpose.
- Staff should wash thoroughly afterwards using soap provided.
- Soiled pupil's clothes should be bagged (Junior Infants). Staff should not rinse/wash soiled clothes.

## **Supervision of Pupils Dressing/Undressing**

- School staff members supervise the general area around the changing rooms for swimming lessons.

## **Elements of Good Practice**

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

- Ensure you are completely familiar with the Intimate Care Plan.
- Address the pupil by name and ensure he/she is aware of the focus of the activity.
- Verbalise your actions to the pupil in a reassuring way to prepare them for each procedure.
- Use visual cues for pupils with limited communication, e.g. pointing at a sponge or picture board.
- Use appropriate and professional language. Specific language may be detailed in the Care Plan.
- In intimate care, the touch should be affirmative and supportive, not rough or insensitive.
- 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 pad needs changing. · Use protective clothing provided.
- Take all precautions when disposing of soiled material in the bin provided.
- Intimate Care must only ever be carried out when the pupil is calm.
- Where intimate care involves the use of the hoist, one staff member must operate the equipment while the other attends solely to the pupil.
- A pupil with care needs that requires the use of the hoist must never be left unattended for any period of time.

## **Reporting**

The Toilet Log must be remitted to the parents/guardians on a weekly basis. This can be done on a Report Log or in the pupils Communication Copy or Homework Journal.

A 'Toileting Report Form' must be completed for a pupil with a Care Plan and remitted to the parents/guardians on the day of a toileting incident when a staff member needs to report an incident and/or observation.

All toileting 'accidents' involving pupils with no Care Plan must be reported on the 'Toileting Report Form'. The class teacher will keep the original and a phone call should be made to inform parent(s). The class teacher may shred these form at the end of the year.

If during the intimate care of a pupil a staff member:

- Accidentally hurts/injures the pupil
  - The staff member observes something which raises child protection concerns
  - The pupil seems to misinterpret what is said or done
  - The pupil has a very emotional reaction without apparent cause
- The incident must be reported to the Principal/Deputy Principal or the DLP or Deputy DLP, as appropriate.

### **Roles and Responsibilities**

All staff, under the leadership of the Principal 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:

- a) Participation of all staff in the policy
- b) Safe and effective care of all pupils in our school
- c) Feedback from all staff
- d) Feedback from relevant parents/guardians.

### **Ratification & Communication**

This policy was ratified by the Board of Management at a meeting on January 11<sup>th</sup> 2024 and subsequently posted on the school website.

Signed: *Maire* *Winnicki*  
Chairperson Board of Management)



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**Intimate Care Plan**  
**Private & Confidential**  
**(relevant staff only)**

**Name of Pupil:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Class Teacher:** \_\_\_\_\_

**Detail of Specific intimate Care Need**

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**Staff Members involved in intimate Care Need**

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**Specify staff member's role**

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**Equipment/Materials Required**

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**Equipment/Materials to be provided by parents**

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**Further information provided by parents/guardians in relation to the intimate care need – Language, Tips etc**

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**Review Date:** \_\_\_\_\_

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**Signature of Parent** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Teacher** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of SNA:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_





## Toileting Report Form

**Pupil:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Staff members attending:** \_\_\_\_\_

**Nature of Toilet Incident:**

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**Nature of incident during toileting:**

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**Detail of treatment as a result of Incident:**

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**How can we strive to ensure that this incident does not occur in the future, if applicable.**

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**Signature of Teacher / SNA**

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**Date:** \_\_\_\_\_

