



Intimate Care Policy

Introduction & Definition

Intimate care is any caring procedure which involves attending to a student when s/he is undressed or partially dressed, including:

- cleaning/changing a student following a toileting accident,
- helping a student to use the toilet,
- changing nappies or sanitary wear,
- 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, has been developed bearing in mind that all physical contact between staff and students:

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

Policy Aims:

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
- To support and inform all staff by increasing knowledge, enhancing skills and promoting good practice in this sensitive area.

The policy aims to support the ethos of the school wherein all students and staff members have the right to feel safe and to be treated with dignity and respect.

Staffing Levels.

Intimate care will be carried out only by regular school employees.

Toileting 'Accidents'

- Teachers act '*in loco parentis*' and can typically deal with a toileting accident without assistance.
- The teacher will encourage the student to do as much for themselves as possible with regard to cleaning and changing themselves.
- A supply of clean underwear, socks, track-suit bottoms etc will be kept in the school for such accidents, and parents/guardians are asked to wash and return these clothes as soon as possible to the class teacher.
- Parents/guardians will be notified of any toileting accident that happens during the school day, either by phone call or verbally at pick-up time.
- A teacher must always be cognisant of his/her duty of care regarding effective supervision of all the students in the class when assisting any student with toileting.



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Toileting of students in ASD & Mainstream Classes

- The personnel involved in intimate care needs of students are usually SNAs but teachers 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 needed.
- No substitute SNA should be involved in the toileting of a student unless sanctioned by the Principal or the SENCO
- All toileting or intimate care practices will be recorded and parents/guardians notified accordingly.

Parents'/Guardians' Responsibilities

Parents/Guardians need to identify any toileting or intimate care 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
- Sanitary wear
- Nappy bags
- Spare underwear
- Spare clothes

Intimate Care/Toileting Plan

In the event that a specific toileting or intimate care need has been identified for a student, an Intimate Care/Toileting Plan will be developed in partnership with the student's class teacher, designated SNA/s and the student's parents/guardians on enrolment. Where appropriate, the student will also be involved in the creation of this plan

The Care Plan will include:

- Specific Care Need
- Number of staff required to meet the needs of the student
- Identification of the staff members involved
- Additional equipment required
- Frequency of changes or intervals between toilet trips
- 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
- Signatures of class teacher, SENCO/Principal, parents/guardians
- Date of Care Plan
- Planned review date of Care Plan



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Elements of Good Practice for Staff:

In the case that a student has an Intimate Care Plan, all staff involved directly with the student will ensure they are completely familiar with the plan. While it is not possible to prescribe guidelines that will apply in all situations, it is important that the following elements of good practice be followed:

- 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 a 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 equipment and materials to hand before commencing
- Use discreet observation if checking to see if a nappy needs changing.
- Use protective gloves, which will be provided by the school.
- 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 Care Plan must be reported to the student's parents.

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

- the student is accidentally hurt/injured,
- 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 Teacher/Principal/SENCO or the DLP or Deputy DLP as appropriate.

Staff Roles and Responsibilities.

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

Success Criteria

The school evaluates the success of this policy through:

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



Intimate Care Policy

Implementation

This policy is effective immediately.

Ratification & Communication

This policy was ratified by the Board of Management on 25 October 2018

Review Timetable.

This policy will be reviewed at the end of school year 2018/19 and amended as necessary by means of a whole school collaborative process.

Evaluation

This policy is monitored on an ongoing basis.