



St. Peter Apostle Junior National School

# St. Peter Apostle Junior National School



## Intimate Care Policy

### Policy Summary Details

<b>Policy Title:</b>	Intimate Care Policy
<b>Written/Reviewed:</b>	February 2021
<b>Ratified by the BOM</b>	March 2021



# St. Peter Apostle Junior National School

## Introduction

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. For purposes of this policy, we widen this definition to include the supervision of pupils while they are dressing and undressing as an additional aspect of intimate care in school life. It is essential that the child’s privacy and dignity are respected when carrying out intimate care, thus this policy and related procedures have been developed bearing in mind that all physical contact between staff and pupil:

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

## 1. Vision and mission statement

We in St. Peter Apostle Junior school believe in the potential of each child. As a staff we seek to ensure that all children in our care have equality of opportunity to derive positive outcomes from their educational experience. In doing so, we endeavour to create a safe, happy, respectful, and inclusive learning environment, where the diverse needs of all different types of learners are catered for. It is envisioned that by providing an all-inclusive approach to education that the children in our school shall reach their academic potential whilst developing the confidence and courage to be fair, kind, moral, tolerant and respectful when acting in the world.

We strive to realise vision by seeking to:

- Craft a caring, supportive, nurturing and stimulating environment in which children’s social, emotional, spiritual and intellectual development is catered for,
- Develop children’s interests, talents and hobbies by providing a wide range of learning experiences,
- Harness the collective talents of all staff to ensure that all children, irrespective of their medical status and/or special educational needs feel cherished and thrive in in dynamic educational settings,
- Provide tailored learning experiences for children who present with special educational needs (gifted or otherwise) by meeting children where they are at and building upon their strengths,
- Collaborate with colleagues and outside agencies to ensure focused and effective supports are in place to advance the social, emotional, and cognitive development of all the children in our care,
- Build strong and collaborative relationships with parents with a view to fine tuning and augmenting the supports that children receive in both the home and school,
- Promote a culture of inclusivity by ensuring that children across the school settings integrate as appropriate during tuition time, yard breaks and school events,
- Create an environment where all have freedom and opportunity to reach their full potential.

## 2. Linkage of the Intimate Care Policy to the Vision for the school

In line with the caring and respectful tenets of the vision for our school, it is our position that all pupils and staff members have the right to feel safe and be treated with dignity and respect. As such in this policy is premised on the following two aims:



## St. Peter Apostle Junior National School

- To ensure that 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.

### **3. Toileting “accidents” (mainstream setting)**

#### **3.1 If the child does not need assistance**

- It is always good practice to only provide help that is required by the pupil. The teacher/SNA should encourage the pupil 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 the pupils in the class when assisting a pupil with toileting.
- The teacher/SNA will provide the pupil with a change of underwear, which the pupil uses to change his/herself. If necessary, the school will provide a complete change of clothes.

#### **3.2 If assistance is required**

- In the interests of protecting both the child and adults involved from any possible child protection breaches/allegations, a teacher/SNA should seek assistance from another staff member if he/she needs to provide intimate care to a child. However, in cases of emergency, a staff member may need to act alone.

#### **3.3 In all cases**

- If the pupil has soiled him/herself, the parents will be contacted and take the pupil home. In the event that a parent cannot be contacted, the teacher/SNA will do all that is necessary to make the pupil comfortable.
- Wet/soiled clothes will be put in a plastic bag and parents will be informed of what has happened when they collect their child. Parents are asked to return the clothes given to their child, washed and folded.
- A record of such incidents will be kept on the child’s file on Aladdin (mainstream) or on the child’s intimate care file/nappy changing record (Butterfly suite).
- Parents are informed on this procedure in the Junior Infants Induction meeting prior to their pupil starting school.
- Staff are required to wear protective gloves while changing a pupil.

### **4. Toileting accidents - Special class setting**

- The personnel involved in intimate care needs of pupils are usually SNA’s but teachers may be involved.
- There should be a minimum of two staff members present if at all possible. In an emergency situation, the teacher/SNA may have to act alone. Additional support will be provided by SNAs in another special class or mainstream SNAs if needed.

### **5. Parent responsibilities**

Parents/guardians need to identify any toileting needs in their acceptance form. They should supply the school with the resources to carry out the toileting or other care needs, which may include, but not be limited to:

- Nappies
- Wipes
- Creams
- Nappy Sacks
- Spare underwear



# St. Peter Apostle Junior National School

- Spare clothes

## **6. Individualised intimate care plans for cases where specific toileting needs have been identified**

In the event that a specific toileting need has been identified for a pupil, an “Individual Intimate Care Plan” will be developed in partnership with the pupil’s class teacher, designated SNA’s and the pupil’s parents/guardians.

The Care Plan may include:

- Specific care need
- Number of staff required to meet the needs of the pupil
- Identification of the staff members involved
- Additional equipment required
- Pupil’s preferred means of communication to include agreed terminology for body parts and bodily functions.
- Pupil’s level of ability
- Cultural and/or religious sensitivities
- Signature of Class Teacher
- Signature of SENCO/Principal
- Date of Care Plan

## **7. Some general guidelines**

### **7.1 Prior to the procedure**

- Staff should familiarise themselves with the intimate care plan
- If an individual intimate care plan is in place, the staff involved should be fully aware of all aspects of the plan

### **7.2 During the procedure**

- Ensure the child’s privacy and dignity are respected using doors appropriately.
- Ask other staff not to come in and out of the room during the procedure.
- If the procedure requires water, ensure the water is warm enough for washing.
- When carrying out care around bodily functions ensure the appropriate personal protection is worn, i.e. gloves.

### **7.3 Following the procedure**

- Ensure the child is left in a comfortable position following the procedure, care activity.
- Decontaminate hands and dispose of all items used appropriately.
- Report the accident to the pupil’s parents.
- Document on the child’s file on Aladdin (Mainstream) or in the child’s intimate care file/nappy changing record (Butterfly suite).

## **8. Matters that should be reported to the Principal (our DLP) or in her absence the Deputy Principal (our DDLP)**

The following concerns are examples of matters that should be reported directly to the Principal (DLP)

Whilst providing intimate care, a staff member:

- Accidentally hurts/injures the pupil.
- Observes something which raises pupil protection concerns.



## St. Peter Apostle Junior National School

- The pupil seems to misinterpret what is said or done.
- The pupil has an emotional reaction without apparent cause.
- Any incident that gives you cause for concern.

### 9. 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 pupils in our school
3. Feedback from all staff
4. Feedback from relevant parents/guardians

### 10. Ratification and Implementation

This policy was ratified by the Board of Management on \_\_\_\_\_

### 11. Review

It will be reviewed every three years, or before that if need dictates.

\_\_\_\_\_  
**Vivion Powney**  
**(Chairperson)**

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

\_\_\_\_\_  
**Laura Hannon**  
**(Principal)**

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