

## **Intimate Care and Toileting Policy**

***All students should be supported to manage their own personal care and to achieve the highest level of independence possible.***

### **Rationale**

All students have the right to be treated with sensitivity, dignity & respect. Students with SEN are more vulnerable in that they may not have the skills needed to seek those rights. Attending to the personal care of the students should not cause embarrassment, distress or pain.

To reassure parents that staff is knowledgeable of intimate care and to involve them in planning the intimate care needs of their child.

The staff who provide this care also have rights, and there is need to provide guidance and reassurance for them to maintain the rights of both parties & promote best practice.

### **Children with Specific Toileting/Intimate Care Needs:**

- In all situations where a pupil needs assistance with Toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school
- Parents, Guardians, Class Teacher, SNA, and if appropriate, the pupil, will attend
- The specific care needs of the child, and how the school will meet them, will be clarified and a care plan completed
- Personnel involved in this care will be identified
- Provision for occasions when staffs are absent will be outlined (e.g. Substitute SNA's will not generally be involved in intimate care, where possible) Any change of personnel will be discussed with the pupil, if appropriate
- Two members of staff will be responsible for dealing with intimate care needs. When staff clean /change the child, one member of staff, familiar to the child will attend to him/her with another staff member monitoring and assisting when needed.
- Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil's file
- As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc
- A written copy of the agreement will be kept on the pupils file
- Parents will be notified of any changes from agreed procedures
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs
- Staff will wear protective gloves, aprons, etc as needed
- Changing room protocol will be followed

### **Toileting Accidents:**

- A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school
- In the first instance, the pupil will be offered fresh clothing to clean and change themselves

## Scoil Mhuire Gleann a' Chaisil

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- If, for any reason, the child is unable to clean or change themselves, the procedure outlined by parents will be followed
- If staff must clean /change the child, one member of staff, familiar to the child will attend to him/her with another staff member monitoring and assisting when needed.
- Parents will be notified of these accidents
- A record of the incident should be kept.

Ratified by Board of Management on \_\_\_\_\_

Chairperson: \_\_\_\_\_

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