

# **Intimate Physical Care of Pupils Policy and Procedures**

## **Introduction**

This Intimate Care policy has been developed by the staff of Scoil Náisiúnta Rae na Scríne in consultation with the parents to whose children it applies in September 2018. The rights of pupils and staff including SNA are maintained and the highest standards of best practice are ensured at all times in the area of intimate personal assistance.

Each pupil has the right to physical care assistance in order for him or her to participate fully in school life. The level of assistance required will reflect the needs of each individual pupil at any given time.

## **Aims**

The aim of this policy is to ensure that

- the dignity and welfare of pupils and staff is respected and maintained
- the rights of pupils and staff are protected
- best practice is promoted throughout the school within the framework of the current policy.

## **Definition of Intimate Care**

Intimate care is the support provided by staff to pupils while involved in personal care routines such as dressing, undressing and toileting. Where necessary such support will involve varying levels of supervision and assistance and may involve physical contact with a pupil when they are partially or fully undressed.

## **Staff Guidelines**

Levels of staffing for the provision of intimate care assistance will be organised based on the individual needs of the pupils in each classroom.

- 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
- The specific care needs of the child and how the school will meet them will be clarified
- Personnel involved in this care will be identified
- Provision for occasions when staff are absent will be outlined (e.g. Substitute SNAs will not generally be involved in intimate care. Any change of personnel will be discussed with the pupil, if appropriate)
- Two members of staff will be present when dealing with intimate care needs

- 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 pupil's 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
- Staff should never carry out an intimate care procedure unless they know how to do so correctly
- Staff should ensure fresh clothes are to hand so that the pupil is not left unattended while items are found.

### **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
- If, for any reason, the pupil is unable to clean or change themselves, the parents / guardians will be contacted
- If staff must clean /change the child, two members of staff, familiar to the child will attend to him/her
- Parents will be notified of these accidents
- A record of the incident should be kept

### **Pupil Welfare**

- Every pupil should be treated with dignity and have their privacy respected at all times
- Physical contact during intimate care assistance should be affirmative and supportive
- Before commencing to assist the pupil staff will explain what is happening in a straightforward and reassuring way and will involve each pupil as far as possible in their own intimate care programme while being sensitive to their reactions and responsive to their communication (both verbal and non verbal)
- Discreet observation will be used to check if a pupil needs changing.
- Intimate care must not be undertaken if a pupil is presenting with challenging behaviours. Staff should follow individual behaviour management strategies/programmes in this instance

- Staff will check in advance that suitable facilities exist for intimate care procedures when on outings/swimming etc.

## Reporting

If during the provision of intimate care assistance...

- the pupil is accidentally hurt
- the pupil appears to misinterpret what is said or done
- the pupil has a very emotional reaction without apparent cause

... the staff member(s) involved in the intimate care assistance should **immediately** report any such incident to the class teacher. The incident should also be reported **as soon as possible** to the Principal/Deputy Principal. Parents will be contacted. An incident report will be completed as appropriate and follow up will take place as required.

**The Child Protection Procedures for Primary and Post Primary Schools 2017 will be followed at all times**

## Parental Consent

All parents to whom it relates will be given the intimate care policy. Parental concerns and suggestions regarding the intimate care needs of their child will be addressed on enrolment, at the beginning of each school year or on review. Parents will complete the school agreement/consent form.

## Implementation and Dissemination

This policy will be circulated to relevant parents and staff in September 2018. New parents of pupils with intimate care needs will receive a copy of the policy on enrolment and staff involved in the provision of intimate care will also receive a copy of the policy.

## Review

This policy will be reviewed in 2020

## Ratification

This policy was approved by the Board of Management on September 13<sup>th</sup> 2018.

\_\_\_\_\_  
Principal

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Chairperson

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

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