



# Rooskey N.S.

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## INTIMATE CARE AND TOILETING POLICY

### INTRODUCTION

Rooskey NS is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.

Intimate care is any caring procedure which involves attending to a student when he/she is undressed or partially dressed, 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 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 have been developed bearing in mind that all physical contact between staff and students:

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

### POLICY RATIONALE

The aim of the policy is to increase knowledge, enhance skills and promote good practice in this sensitive area. All staff will be made aware of the standards expected of them. Intimate care will be carried out only by regular school employees.

### RELATIONSHIP TO THE SCHOOL ETHOS

All students and staff members have the right to feel safe and be treated with dignity and respect.

### AIMS AND OBJECTIVES

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

### 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.



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- Parents, Guardians, Principal, Class teacher, SNA, other relevant persons and if appropriate, the pupil, will attend.
  - The specific care needs of the child, and how the school will meet them, will be clarified.
  - Staff members i.e. SNA's involved in this care will be identified.
  - Provision for occasions when Staff members are absent will be outlined (e.g. Substitute SNA's will not generally be involved in intimate care. Any change of personnel will be discussed with the pupil, if appropriate).
  - Two members of staff should be present when dealing with intimate care needs. (Ref: Supervision Policy)
  - Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. An intimate care plan having been agreed and signed by parents, children and staff involved, may consider it to be acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child.
  - Any changes will be discussed with parent/guardian and pupil and noted in the pupil's file.
  - Where a student requires manual handling as part of meeting their intimate care needs, the manual handling procedure should be defined in the pupil's Intimate Care Plan.
  - 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 i.e. Intimate Care Plan will be kept in 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.

### 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 student. The teacher should encourage the student 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 students in the class when assisting a student with toileting (Ref: Supervision policy).

- At the junior infant induction meeting, the school procedures will be outlined to parents, and they will be asked to submit in writing specific wishes regarding



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toileting accidents. The same will apply for all other enrolments outside of initial Junior Infant enrolment day.

- 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 him/her.
- If, for any reason, the child is unable to clean or change him/herself, the procedure outlined by parents/guardians will be followed.
- If staff must clean/change the child, two members of staff, familiar to the child will attend to him/her.
- One staff member will attend to the child while the other staff member will maintain a support role.
- Parents will be notified of these accidents.
- A record of the incident should be kept. ( Appendix 3)
- In the event of a child soiling him/herself, the school will contact the parents/guardians to attend to the child. If the school cannot contact the parent/guardian, the above procedure will be followed.

### ELEMENTS OF GOOD PRACTICE FOR STAFF

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

- In the case that a student has an Intimate Care Plan ensure you are completely familiar with the plan.
- 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 provided.
- Take all precautions when disposing of soiled material in the bin provided.





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- 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.

### ROLE OF THE SPECIAL NEEDS ASSISTANT

- SNA'S are appointed to provide assistance with toileting and general hygiene where a child with special needs cannot independently self-toilet and until such time as they are able to do so. (Primary Care Needs – DES Circular 0030/2014)
- SNA's will be provided with appropriate training to address specific toileting needs (Appendix 1)
- Where an SNA may be required on a temporary basis, to provide assistance with toileting and general hygiene, parents/guardians should write to the Board of Management seeking approval for this assistance. (Ref: Administration of medication policy)

### REPORTING

All toileting "accidents" involving students with no Intimate Care Plan must be reported to the students' parents. If during the intimate care of a student a staff member:

- Accidentally hurts/injures the student
- Observes something which raises child protection concerns
- Thinks the student has misinterpreted what is said or done
- Observes the student having a very emotional reaction without apparent cause

The incident must be reported to the class teacher and/or principal as appropriate. (Ref: Child Safeguarding Statement)

- If a toilet has a malfunction pupils must report immediately to an adult/member of staff
- Staff to check toilets as regularly as possible without reducing supervision of class

RATIFICATION: The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required.

Signed: Liam Galt

Date: 26/11/25

(Chairperson of Board of Management)

Signed: Siobhán O'Leary

Date: 26/11/25

(Principal)



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## INTIMATE CARE PLAN

**CHILD'S NAME:**

**CHILD'S D.O.B:**

**NAMES OF SUPPORT STAFF INVOLVED:**

**AREA OF NEED:**

**EQUIPMENT REQUIRED:**

**LOCATION OF SUITABLE TOILET FACILITIES:**

**SUPPORT REQUIRED:**

**FREQUENCY OF SUPPORT:**

**SNA WILL:**

**CHILD WILL:**

**SIGNED:**

**PARENT/GUARDIAN** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SNA** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINCIPAL** \_\_\_\_\_

**DATE:** \_\_\_\_\_



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## RECORD OF INTIMATE CARE INTERVENTION

**CHILD'S NAME:**

**CLASS:**

**CLASS TEACHER:**

**NAME OF SUPPORT STAFF INVOLVED:**

**DATE:**

**TIME:**

**SUPPORT PROVIDED:**

**SIGNATURE OF SUPPORT STAFF INVOLVED:**