

Scoil Mhuire Cúl an Áirne



Intimate Care and Toileting Policy

Introduction:

The policy has been drafted in line with our Child safeguarding Risk assessment through a collaborative school process and was ratified by the Board of Management (BoM) in November 2023.

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, Principal, 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
- 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. Any change of personnel will be discussed with the pupil, if appropriate)
- 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.

Toileting Accidents:

- As part of the enrolment procedures, the school procedures parents will be asked to sign to confirm that they have been made aware of the policy and that they agree to staff cleaning/changing their child if necessary (see Appendix 1)
- 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 by themselves.
- If, for any reason, the child is unable to clean or change themselves a member of staff will assist.
- If staff must clean /change the child they will do so in a sensitive manner and out of view of other children.
- Wet or soiled clothes will be placed in a plastic bag and given to the adult who is collecting the child at the end of the day.
- Parents will be notified of these accidents.
- A record of the incident should be kept.
- Any parent who is not in agreement with this policy will be contacted and must make themselves available to clean or change their child when necessary

Ratification and Review:

This policy was ratified by the BoM on 23rd November 2023. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than April 2025

Implementation:

The policy has been implemented since 30th April 2018

Ratified by the Board of Management.

Signed: **Paul Carroll**
(Chairperson Board of Management)

Date: 23/11/2023

Signed **Lorraine Mahon**
(Principal/ Secretary Board of Management)

Date: 23/11/2023

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Parental Consent

In accordance with our school's Child Protection Policy and to safeguard your child and the staff in our school, we need your permission if we are to help change your child's clothing in an emergency.

All contact with children will follow the school's Intimate Care Policy.

Yours sincerely,

Lorraine Mahon

Principal

Should it be necessary, I give permission for _____
to receive intimate care (e.g. help with changing or following toileting).

- I agree to a member of staff cleaning or changing my child if necessary.
- I understand that staff will endeavour to encourage my child to be independent.
- I understand that I will be informed in writing should an incident arise

Signed: _____
Parent/Guardian

Date: _____