**Intimate Care and Toileting Policy**

Intimate care is defined as care associated with bodily functions and personal hygiene which demand direct or indirect contact with or exposure of the sexual parts of the body.

**Examples of intimate care are as follows:**

* Dressing and undressing (underwear and clothing)
* Helping someone to use the toilet
* Changing soiled continence pads
* Washing intimate parts of the body
* Menstrual care
* Catheter or stoma care

**Principles for providing intimate care to school pupils:**

C.B.S. Primary School takes on board the following principles in formulating the intimate care and toileting policy:

* C.B.S. Primary School recognises that pupils who require intimate care are vulnerable to abuse.
* Pupils have the right to feel safe and secure.
* Pupils have the right to personal privacy.
* Pupils have the right to be treated with dignity and respect.
* Pupils have the right to express their views on their intimate care and to have such views taken into account.
* C.B.S. Primary School recognises the risk associated with the provision of intimate care which may leave school staff open to accusations of abuse.
* C.B.S. Primary School shall provide a safe and secure working environment for the staff involved in the delivery of intimate care.

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

**Prior to enrolment in C.B.S. Primary School:**

* Any pupil who requires special assistance with toileting or other intimate care needs is required to bring this information to the attention of C.B.S. Primary school prior to their enrolment in the primary school.
* This notification will allow C.B.S. Primary school to apply to the Department of Education (SENO) for special needs assistant (SNA) support.
* A meeting will be convened before the pupil starts school to discuss and draw up an individual intimate care and toileting plan for the pupil.
* Parents / Guardians, School Principal, Class Teacher, SEN co-ordinator, SNA, and if appropriate, the pupil, will attend this meeting.
* The purpose of this meeting is to ascertain the specific care and toileting needs of the child and to determine how the school can best deliver those needs.
* As a result of this meeting the school staff to be involved in providing the intimate care and toileting will be identified.
* A written copy of the pupil’s intimate care and toileting plan will be stored in the pupil’s file. A copy of the care plan will be forwarded to the parents / guardian of the pupil and updated when the need arises.
* All teachers and SNA’s will have access to the intimate care and toileting policy.

**Implementation of the intimate care and toileting plan:**

* The care will be provided by an SNA who is assigned to the pupil.
* It is good practice to have a second staff member in the vicinity/room when the assigned SNA is attending to a child’s intimate care needs. This second staff member may be readily available for support if necessary depending on the need involved.
* The assigned SNA should notify another staff member that they are assisting a child to a toilet area. (School or public toilets.)
* If the SNA who is assigned to carry out the intimate care is absent the intimate care and toileting will be provided by another SNA in the school.
* Substitute SNA’s will not generally be involved in intimate care and toileting.
* Any change of the assigned SNA will be discussed with the pupil, if appropriate.
* Parents/guardians are required to notify C.B.S Primary School if any update to the intimate care and toileting plan is required for the pupil. This update will be noted in writing in the pupil’s file.
* As far as possible the pupil will be involved in identification of his/her personal requirements.
* At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.
* Parents / Guardians will supply the necessary supplies needed for the implementation of the intimate care and toileting plan.

**Toileting Accidents:**

* This section applies to pupils who do not have intimate care and toileting needs but who may have a toileting accident during school hours.
* Parents / guardians will be notified if a pupil has a wetting accident via the homework diary / text or by phone.
* C.B.S. Primary school keeps a supply of clean underwear which are stored in the junior & senior infants class rooms and track-suit bottoms for use in the event of a toileting accident.
* The pupil will be offered fresh clothing and underwear to change into and the wet clothes will be put in a bag and sent home.
* Parents/guardians are requested to return the laundered tracksuit bottom to the school a.s.a.p.
* For hygiene reasons C.B.S. Primary School does not accept the return of laundered underwear.
* If, for any reason, the child is unable to change and dress themselves in the junior classes then assistance will be provided by school staff.
* This dressing assistance provided by school staff will comply with the CHILD SAFEGUARDING STATEMENT of the C.B.S. Primary School & the Sporting & Supervision Policy.
* In the event of a soiling accident the school will contact the parents/guardians to inform them of the toileting accident and to allow the parents/guardians to make appropriate arrangements. Parents/guardians will be requested to bring in their own cleaning wipes & disposable gloves. C.B.S. Primary School does not supply cleaning wipes & disposable gloves as pupils may be allergic to both.
* The toileting accident will be recorded in the incident report template.
* All staff members will have access to this toileting accident policy.

**Implementation:**

This policy is effective from

**Ratification:**

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

**Review Timetable:**

This policy will be reviewed in the 2019 – 2020 school year or earlier if needed.

Signed by Chairperson of Board of Management.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**John Hogan.**