



**Coláiste Pobail Acla**

## **Intimate Care Policy**

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## **1. Introduction**

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 a 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 or 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 staff members

## **2. 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.

## **3. Relationship to our Mission Statement**

*We strive to motivate our school community to realise its full potential academically, spiritually, physically and emotionally in a safe, supportive learning environment.*

## **4. Aims and Objectives**

The aims of this policy are:

- To ensure that the dignity, privacy and care of the student involved is paramount.
- To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner.

## **5. Staffing Levels**

### 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/Special Needs Assistant (SNA) should encourage the student to do as much for themselves as possible. A teacher/SNA 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.

## Toileting of students in the ASD Classes

It is school policy that;

- The personnel involved in intimate care needs of students are usually SNAs, but teachers may be involved.
- There should be a minimum of two staff members present at all times. Additional support will be provided by mainstream SNAs if needed.

### **6. Parent/Guardian Responsibilities**

Parents/Guardians need to identify any toileting needs in their application form. They should supply the school with the resources required to carry out the toileting or other care needs, which may include, but not be limited to;

- Nappies
- Wipes
- Creams
- Nappy Sacks
- Spare underwear
- Spare Clothes

### **7. Intimate Care/Toileting Plan**

In the event that a specific toileting need has been identified for a student, an Intimate Care/Toileting Plan will be developed in partnership with the student's class teacher, designated SNAs and the student's parents/guardians.

The Care Plan must include:

- Specific Care Need
- Number of staff required to meet the needs of the student
- Identification of the staff members involved
- Additional equipment required
- Child's preferred means of communication to include agreed terminology for body parts and bodily functions.
- Child's level of ability
- Cultural and/or religious sensitivities
- Signature of Class Teacher
- Signature of Principal
- Date of Care Plan

## **8. 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.
- 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.

## **9. Reporting**

All toileting 'accidents' involving students with no Care Plan must be reported to the students' parents/guardians.

If during the intimate care of a student a staff member;

- Accidentally hurts/injures the student.
- The staff member observes something which raises child protection concerns.
- The student seems to misinterpret what is said or done.
- The student has a very emotional reaction without apparent cause.

The incident must be reported to the ASD Teacher/Principal the DLP or Deputy DLP as appropriate.

## 10. Staff Roles and Responsibilities

Teachers, SNAs and the Principal assume shared responsibility, participates in, and contributes to the implementation of an effective and equitable 'Intimate Care and Toileting Policy'.

## 11. Success Criteria

The school evaluates the success of the policy through;

1. Participation of all staff in the policy
2. Safe and effective care of all students in our school
3. Feedback from all staff
4. Feedback from relevant parents/guardians.

## 12. Declaration

This Coláiste Pobail Acla Policy was formed following consultation with all staff, members of the Board of Management, Parents and the Student Council. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management. It was adopted by the Board of Management of Coláiste Pobail Acla on:

Signed: \_\_\_\_\_

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

Mr. Pat Kilbane

Chairperson of the Board of Management

Signed: \_\_\_\_\_

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

Mr. Paul Fahy

Board Secretary & School Principal (Acting)

## Appendix 1 - Abbreviations

Below is a list of abbreviations used across several Coláiste Pobail Acla policies and documents.

ACE	Autism Centre of Excellence
ASC	Autistic Spectrum Condition
BOM	Board of Management
BSP	Behaviour Support Plan
CAMHS	<i>Child and Adolescent Mental Health Services</i>
CAT	Cognitive Ability Test
CPNS	Child Protection Notification System
CSPE	Civic, Social and Political Education
DDLDP	Deputy Designated Liaison Person
DEIS	Delivering Equality of Education in Schools
DES	Department of Education and Science
DLP	Designated Liaison Person
EP	Education Plan
EPSEN	Education for Persons with Special Educational Needs
ETB	Education and Training Board
GRT	Group Reading Test
HSCLO	Home School Community Liaison Officer
HSE	Health Service Executive
ICT	Information and Communication Technology
IEP	Individual Education Plan
JCSP	Junior Certificate Schools Programme
LCVP	Leaving Certificate Vocational Programme
LGBT	Lesbian, Gay, Bisexual, Transgender
MUGA	Multi Use Games Area
NBSS	National Behaviour Support Service
NCBI	National Centre for the Blind Ireland
NCSE	National Council for Special Education
NEPS	National Educational Psychological Service
NEWB	National Education and Welfare Board
NLN	National Learning Network
OT	Occupational Therapy

PC	Pastoral Care
PE	Physical Education
RACE	Reasonable Accommodations at Certificate Examinations
RE	Religious Education
RSE	Relationships and Sexuality Education
SCP	School Completion Programme
SEN	Special Educational Needs
SENO	Special Educational Needs Officer
SESS	Special Education Support Service
SETS	Special Education Teacher Support
SNA	Special Needs Assistant
SPHE	Social, Personal and Health Education
SSE	School Self Evaluation
TUSLA	Child and Family Agency
TY	Transition Year