



Intimate Personal Care Policy

School Address: The Glebe, Wicklow Town

Roll number: 68345R

School Patron/s: Educate Together

Introduction

In tandem with the spirit of the school's mission statement all students with intimate care needs will be treated with respect and their right to privacy upheld and actively promoted. To this end ETSSW strives to maintain standards, develop a supportive professional environment and promote positive attitudes and behaviours based on student-centred care.

Rationale.

The aim of the policy is to increase knowledge, enhance skills and promote good practice in this sensitive area. Intimate care will be carried out only by regular school employees. This policy has been developed in consultation with SNAs, Teachers, Principal, multidisciplinary team working with students and parents whose child is availing of intimate care whilst on school premises.

It is our aim:

- To provide intimate personal care to our students
- To safeguard school personnel trained in intimate care procedures.
- To work with other schools to share good practice in order to improve this policy.
- To ensure all school personnel and stakeholders are aware of and comply with this policy.

This policy is ratified by the Board of Management of ETSS Wicklow and is in accordance with Child Safeguarding procedures and DES guidelines. These guidelines on intimate care should be read in conjunction with the following school policies, procedures and guidelines:

- Policy on Child Protection and Welfare

- Health and Safety policy and procedures
- SEN Policy

We are conscious of the increased vulnerability of our students due to their additional needs. This may be due to:

- Limited communication skills
- Limited sense of danger
- Need for intimate care such as washing and toileting
- Reliance on adults for many of their needs
- Limited understanding of sexuality or sexual behaviour
- Limited understanding of keeping themselves private in social settings.
- Close working with students, such as hand over hand, physical prompting, hand holding etc.
- Medical related procedures (e.g. tracheotomy, PEG feeding, etc).
- Support prior to, during and following swimming/other sporting activities etc.

This policy and related procedures have been developed bearing in mind that all physical contact between staff and students:

- Is aimed at meeting the needs of students
- Will respect the dignity and welfare of students and staff is respected and maintained
- Best practice is promoted throughout the school within the framework of the current policy.
- Will be consistent with professional integrity of staff members, they will be made aware of standards expected of them and are responsible for insuring this policy is adhered to.

The Key Principles of Intimate Care at ETSS Wicklow

It is essential that every student with a disability is treated as an individual when intimate care is being provided and that appropriate time is taken for intimate care. It should be provided as gently and sensitively as possible, while respecting their privacy and dignity at all times. There are some basic principles to be borne in mind when providing intimate care:

- Students should give their consent prior to the provision of intimate care.
- Students should give permission before undressing if they are unable to do this unaided.
- All students should be involved and consulted in their own intimate care to the best of their abilities.

Aims:

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.
- That best practice is promoted throughout the school within the framework of this policy.
- That all staff are made aware of the policy and standards therein and will be responsible for ensuring the policy is adhered to.

Definition of Intimate Care

“Intimate care is defined as care tasks of an intimate nature, associated with body functions, body products, medication and personal hygiene which needs direct contact with or exposure to the body.”

This translates practically as:

any caring procedure which involves attending to a student when they are 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. This necessary for some pupils who are unable to look after themselves independently because of their developmental stage, physical difficulties or other special needs

It is school policy that:

The personnel involved in intimate care needs of students are SNAs. There should be a minimum of two SNAs present at all times. No substitute SNA should be involved in the toileting of a student unless sanctioned by the Principal or the SENCO.

Parent/Guardian Responsibilities

Where necessary, parents/guardians 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.

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 level of ability
- Cultural and/or religious sensitivities
- Signature of Parent
- Signature of Teacher
- Signatures of SNAs
- Signature of SENCO/Principal
- Date of Care Plan

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.
- Use appropriate and professional language. Specific language may be detailed in a care plan.
- Respect the dignity and privacy of the student at all times.
- Have all equipment and materials to hand before commencing.
- Take all precautions when disposing of soiled material in the bin provided.
- The student's independence will be encouraged.

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

Reporting

All toileting 'accidents' involving students with no 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
- 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

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

Child and Parent/Guardian consent:

All parents/guardians will be given a copy of the intimate care policy. Any concerns or suggestions regarding this policy can be directed to the principal. If your child has changes in their requirements within the intimate care plan, please inform the principal at the earliest opportunity so the plan can be updated and the relevant staff trained up if necessary.

Pupils who require regular assistance with intimate personal care have written individual health care plans agreed by students, staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. The plan should be agreed at a meeting at which all key staff and the pupil (where applicable) are present.

Success Criteria

The school evaluates the success of the policy through;

- Participation of all staff in the policy
- Safe and effective care of all students in our school
- Feedback from all staff

- Feedback from relevant parents/guardians and students.

Implementation

This policy is effective immediately.

Review Procedures

This policy will be reviewed every second year basis by all school partners and amended as necessary to further develop this policy for the future.



INTIMATE CARE FORM
Parent/Guardian Consent Form

Date

Dear Parent/Guardian

In keeping with our Intimate Care and Personal Care Policy, intimate care support will be provided by staff to _____ as agreed below.

Type of care	Assistance	Staffing req.
Dressing/undressing		
Toileting		
Menstrual care		
Additional personal care		

If you have any concerns in relation to this support please contact the principal. Please sign below and return this form to the school. A copy will be sent back out to you.

I give my consent for my child _____ to be provided with Intimate Care and Personal Care support as needed during the school day.

Signature: Parent/ Guardian.....

Signature: Principal