



St. Patrick's Junior School

TENNIS COURT LANE, SKERRIES, CO. DUBLIN.

K34 D799

Principal: Máire Ní Chróinín
Deputy Principal: Lynsey Dungan

Roll Number: 16333Q
RCN: 20118839

Intimate Care Needs Policy

This policy is designed to ensure that all those of our pupils who have intimate care needs are always treated with respect and that their right to privacy and dignity is upheld and actively promoted, while also ensuring that staff feel supported and safe while working with these pupils.

Intimate care is defined as "care tasks associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the sexual parts of the body". (HIQA 2013).

In general we expect our pupils to be independent at an age appropriate level in regard to intimate care. Therefore Intimate Care Needs Plans will be unnecessary and will not be put in place for the vast majority of our pupils.

When a pupil who is dependant on support with intimate care is admitted to the school, parents have the responsibility to inform school management of this at the earliest possible opportunity. This will enable school management to apply for any extra resources which may be necessary in order to meet the child's needs.

Intimate care may involve touching intimate parts of a child's body and may leave staff vulnerable to accusations of abuse. It is unrealistic to eliminate all risk but this vulnerability places an important responsibility on staff to act in accordance with agreed policies and procedures which protect all parties involved.

In St. Patrick's JNS, the following Principles guide all Intimate Care Procedures:

- It is essential that every pupil is treated with respect when intimate care is being provided and that appropriate time is taken for intimate care.
- It should enhance the quality of life of the child receiving care and should be provided as gently and sensitively as possible, while respecting their privacy and dignity at all times.
- St. Patrick's JNS will adhere to the basic principles which should be borne in mind when providing intimate care (taken from HIQA guidance 2013):
- Consent to intimate care should be received prior to its provision. Due to the young age of our pupils, In St. Patrick's JNS, Parents'/Guardians' permission for and co-operation with the provision of intimate care will always be sought.
- Our pupils have a right to feel safe and secure.



- Our pupils have the right to personal privacy.
- Pupils receiving intimate care will be respected and valued as individuals. They will be listened to and as far as possible given their young age, their views will be taken into account. They will be treated with dignity, respect and courtesy at all times and will know who is looking after them. Staff will maintain a professional approach at all times when meeting their intimate care needs.
- Our pupils have the right to information and support to enable them to make appropriate choices.
- Our pupils have the right to be involved and consulted in their own intimate care to the best of their abilities.
- Our pupils have the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.
- Our pupils have the right to express their views on their own intimate care and to have such views taken into account.
- Our pupils have the right to know how to complain and to have their complaint dealt with.
- A child's personal care plan should be designed to lead to independence.

Intimate Care Needs Policy: Use of Universal Access Shower & Toilet facilities in St. Patrick's JNS.

Two showers have been provided in our school by the Department of Education, one in each of the Universal Access facilities in the Main and New buildings.

The Universal Access toilet facilities in the New building are the designated staff toilet in that building and as such, pupils should not use them or enter them.

The Universal Access toilet facilities in the Main building are currently in use by a small number of pupils with additional/toileting/medical needs. As such, they should not be used by any staff members or adult visitors to our school. Notification to this effect is posted on the door of the facility. The individual Intimate Care Plans applicable to each relevant pupil are to be followed in full in respect of each of these pupils.

Showers:

School showers are not for staff or visitor use.

It is not envisaged that the showers would ever be needed or used by our pupils in the normal course of events.

In the event of a child who already has an Intimate Care Plan needing a shower, parents will be telephoned immediately and the situation explained to them. If the parent(s) and the pupil give permission and the staff members are willing to do so, the staff members who normally provide intimate care will supervise assist the child in the shower in full accordance with the terms of the Intimate Care Policy, with two staff members present, wearing PPE (aprons/gloves/masks) as appropriate, and with due regard to the dignity of the pupil receiving care. Otherwise the parents will be given the option of bringing the

child home to provide this care, or to come to the school and supervise/assist their child to take a shower in the school. In this regard, it should be noted that the school does not provide towels, soap, shampoo etc for use in the school shower so parents should bring all necessary items with them in this situation.

In the event of a child who does not have an Intimate Care Plan urgently needing to use a shower, the child's parents will be telephoned immediately and parents will be given the option of bringing the child home to provide this care, or to come to the school and supervise/assist their child to take a shower in the school. In this regard, it should be noted that the school does not provide towels, soap, shampoo etc for use in the school shower so parents should bring all necessary items with them in this situation.

Good Practice Procedures in St. Patrick's JNS:

- Establishing effective working relationships with parents/guardians is a key task to ensure that each pupil's needs are properly identified, understood and met.
- Plans for the provision of intimate care will be clearly recorded to ensure clarity of expectations, roles and responsibilities. A copy of each pupil's plan, signed by parents/guardians, will be retained in the pupil's yellow folder in a lockable filing cabinet in their classroom.
- Records will also reflect arrangements for ongoing monitoring of intimate care plans.
- The procedure for dealing with concerns arising from the intimate care processes will be clearly stated and understood by all those involved.
- Monitoring of plans will take place at least annually or at times of significant change.
- Staff will demonstrate their respect for the dignity, modesty and privacy of all children when receiving intimate care through their general demeanour, through the manner in which they address and communicate with the individual, through their appearance and dress, by avoiding inappropriate comments or jokes and through discretion when discussing the child's medical condition or treatment needs. Staff understand that lapses are unacceptable, even when working under pressure.

Intimate Care Procedures:

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, or as soon as possible after these needs become known to the parents and/or school.
- Parents, guardians, principal, class teacher and SNA, as well as the pupil, where appropriate, will attend.
- The specific care needs of the pupil, and how the school will meet them, will be clarified.
- Personnel involved in this care will be identified.

- Provision for occasions when usual staff are absent will be outlined. Any change of personnel will be discussed with the pupil, if appropriate. As far as practicable and possible staff will be known to the pupil.
- Two members of staff will be present in the same area when dealing with intimate care needs.
- Any changes will be discussed with the parent/guardian of the pupil and noted in writing in the pupil's file.
- As far as possible the pupil will be involved in the identification of his or her personal requirements, wishes, changes, etc. Independence will be encouraged as much as possible.
- Staff will wear protective gloves.

Toileting Accidents:

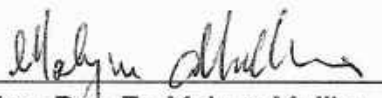
At the Junior Infant information evening, the school procedures will be outlined to parents.

- A supply of underwear, socks, tracksuit bottoms, pinafores etc will be kept in the school.
- When a pupil is having frequent toileting accidents, parents may be asked to provide a change of clothes and underwear to the school for use when needed.
- In the first instance the pupil will be offered fresh clothing to clean and change themselves.
- If for any reason the pupil is unable to clean or change themselves and in the absence of a specific agreement signed by parents/guardians of that pupil, the school secretary will ring home and ask a parent/guardian to come and clean and change the child.
- If all attempts to contact parents/guardians within a reasonable period have failed, the principal, in consultation with the class teacher/SNA (where relevant) may at her discretion ask a member of staff, accompanied by another member of staff, to offer assistance with intimate care needs to that pupil. Assistance will only be provided with the agreement of that pupil and the staff members in question.

Good practice where the dignity and safety of the pupil is of central importance will determine all Intimate Care Procedures in St. Patrick's JNS.

This policy and associated procedures will be reviewed every three years, or as needed in any individual case.

Ratified by the Board of Management on 29/11/2022.


 Very Rev. Fr. Melvyn Mullins,
 Chairperson,
 Board of Management.

(Sample Intimate Care Procedures Plan)

The following procedures have been agreed between the school and [pupil name]'s parents. All procedures will be carried out in line with the school's Intimate Care Policy.

- Parents to ensure that there are at least two clean pairs of "pull-ups" in [pupil name]'s bag every day.
- If [pupil name] has a serious toileting accident his/her mother/father/carer will come to the school to attend to [pupil name].
- [pupil name] to be changed by the SNA assigned to this duty – in general he/she will be changed around [state time, where relevant]
- [pupil name] to be changed by the SNA assigned to this duty – he/she will be changed whenever this becomes necessary.
- For routine changes, the SNA assigned will always be accompanied by another member of staff for child safeguarding purposes.
- If the SNA assigned is absent this duty may be assigned to another SNA or [pupil name]'s mother/father/carer may be called at the discretion of the school principal.
- [pupil name]'s intimate care needs will be attended to as discretely as possible and without drawing undue attention to his/her exit from and re-entry to the classroom.
- [pupil name] will be helped to the extent that he/she needs it and allowed to complete as much of the process as he/she can independently.
- The SNA currently assigned to this duty is [SNA name].

[Name Surname] Parent/Guardian 1

[Name Surname] Parent/Guardian 2

[Name Surname] (class teacher)

Máire Ní Chróinín (Principal)