



## Intimate Care and Toileting Policy

**Date:** September 2025

It is the policy of our school and it is in the interest of the children's health and safety that staff follow the nappy changing procedures correctly and that a high standard of hygiene is evident at all times. Children who are not yet fully toilet trained will require their nappies to be regularly checked and changed.

### Procedures

- The children will be changed in the bathroom next to the Early Intervention Classroom.
- Nappies will be changed when necessary during the day.
- Children's nappies, wipes and change of clothes will be supplied by the parents in a bag for each child.
- Where possible, the children will be standing while being changed. Where necessary children can be changed on their back on a changing table.
- Disposable gloves will be available and worn by staff and disposable aprons will also be available.
- Soiled nappies are bagged and disposed of hygienically i.e. sanitising unit or binned and removed from the nappy changing area.
- Anti-bacterial soap is available for staff and children for hand washing. It is advised that adults wash their hands before and after each nappy change. The children are encouraged to independently wash their hands.
- Children are encouraged to help as much as possible while having their nappies changed.
- The area will be regularly checked to ensure it is clean for nappy changing.
- Children are never left unattended while having their nappy changed.
- In the Early Intervention Class two members of staff (class teacher/Special Needs Assistants) are needed at all times for nappy changing.
- Staff must complete a Changing Record sheet for each child.
- To ensure that nappy changing time is a pleasant experience for the child, staff members use this opportunity to interact with the child and provide one to one attention.



## Intimate Care Agreement

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents and the school with regard to intimate care. Intimate care is any care which involves washing, touching or carrying out an invasive procedure which the child is unable to do for themselves arising from the child's stage of development.

Intimate care may involve helping with eating, drinking, dressing, toileting, nappy changing or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene.

Staff at Scoil Bhríde providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both the children and themselves. All school staff are supported and trained so that they feel confident in their practice.

**Name of child:** \_\_\_\_\_

- I give permission to Scoil Bhríde to provide appropriate intimate care to my child.
- I understand that this will generally be carried out by staff from my child's class but may also be carried out by another member of staff.
- I have discussed with my child's class teacher the approach that I would like them to take for intimate care with my child.

**Signed:** \_\_\_\_\_ **Parent/Guardian** **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Class Teacher** **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Principal** **Date:** \_\_\_\_\_



## Intimate Care and Toileting Policy

Staff members who work with young children or young people will realise that the issue of intimate care is a difficult one and will require them to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with intimate personal areas or exposure to intimate personal areas. An example includes care associated with continence as well as more ordinary tasks such as toileting.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff members that provide intimate care to children have a high awareness of child protection issues. Staff at Scoil Bhríde work in partnership with parents/guardians and carers to provide continuity of care to children/young people wherever possible.

Scoil Bhríde is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress/pain.

### **The following procedure will apply in cases of:**

- Specific Toileting needs
- Wetting
- Soiling
- Vomiting on clothes
- Any situation where clothes need to be changed

At all times we will maintain the privacy and dignity of the child.

### **Children with no specific toileting/intimate care needs:**

The child will be given clean/dry clothes (if they are available), which the child uses to change his/herself. The teacher/SNA will assist the child with dressing only if absolutely necessary. **Two SNA's will be present.** If there are no spare clothes in the school and the child does not have a change of clothes themselves, the parents will be contacted to provide clothes or to take the child home. In the event that a parent cannot be contacted the teacher/SNA will do all that is necessary to make the child comfortable.

Wet/soiled clothes will be put in a plastic bag and parents will be informed of what has happened when they collect their child. Parents are asked to return the clothes given to their child (so there is always a change of clothes available).

**A record of such incidents will be kept.**

\* Each classroom teacher has a reserve of spare/clothes/underwear/sock in their class for children who are prone to having accidents from time to time

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

It may be the case that a pupil will have an ongoing need for assistance with toileting/intimate care. Parents/Guardians will be asked about their child's toileting preferences/needs. This information can be gathered in a meeting/ through a home-school diary/ reports.

**Personnel involved in this care will be identified and provision for occasions when staff members may be absent will be outlined** (e.g. Other SNA's may be involved in intimate care/toileting supervision).

**Two members of staff (SNA's) will be present when dealing with intimate care needs.** Staff will wear protective gloves. Any change of personnel or procedures will be discussed with the pupil, if appropriate.

As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc., and at all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs. There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, visual, symbolic etc.) to discuss the child's needs and preferences. Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. A written copy of the agreement will be kept on the pupils file and parents will be notified of any changes from agreed procedures.

## **The Protection of Children**

Updated training on Child Protection Procedures will be delivered regularly. Staff will be regularly updated with regards to individual children's medical/care needs. This information can come from parents/guardians and/or health professionals. All members of staff adhere to all Child Protection Procedures at all times. Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness etc. they will immediately report concerns to the class teacher and

a Body Profile Form will be filled in and the Principal/DLP will be notified and provided with the Body Profile Form. A clear record of concern will be completed and where appropriate referred to social services. Parents will be informed that a referral is necessary prior to it being made unless doing so is likely to place the child at a greater risk of harm.

If a child makes an allegation against a member of staff, all necessary procedures will be followed –See Child Protection Procedures/Policy.

## **Specific Areas of Intimate Care:**

### **Children wearing nappies:**

See school's Nappy Changing Policy for details. The policy outlines the procedures and best practice for changing nappies.

### **Equipment Provision:**

If a child attending Scoil Bhríde is wearing nappies it will be the parent's responsibility to provide nappies, disposable bags, wipes etc. Spare Clothing will also need to be supplied. The school will make the parents aware of this responsibility. We as a school will be responsible for providing gloves, aprons, a bin and liners to dispose of any waste.

### **Health and Safety:**

Staff should always wear gloves when dealing with a child who is bleeding/ soiled or when changing a soiled nappy. Disposable aprons are available where necessary. Any soiled waste should be placed in a disposable bag and carefully disposed of. **The bin will be emptied on a daily basis.**

### **Changing Facilities:**

We currently have one disabled toilet in the school that can be used for assisting with toileting or nappy changing. When children need to be changed in school, the dignity, safety and welfare of the child is of paramount concern. The disabled toilet will have a changing table and therefore this toilet will be used in the case where a child will be changed lying down.

### **Children with Additional Needs:**

Children with additional needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning/intellectual difficulty must be considered with regard to individual needs. Regardless of age and ability, the views and/or emotional responses of children with additional needs will be actively sought.

## **Physical contact:**

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. The expectation is that staff will work in “limited touch” cultures and that when physical contact is made with pupils this will be in response to the pupil’s needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff will be aware that even well intentioned physical contact might be misconstrued directly by the child, an observer or by anyone the action is described to. Children with additional needs may require more physical contact to assist their everyday learning. The general culture of “limited touch” will be adapted where appropriate to the individual requirements of each child. Wherever possible, consultation with colleagues should take place where any deviation from the arrangements is anticipated.

## **Restraint:**

There may be occasions where it is necessary for staff to restrain children physically to prevent them from inflicting damage on either themselves, others or property. In such cases only the minimum force necessary should be used for the minimum length of time required for the child to regain self-control. In all cases of restraint the incident must be documented in home-school diary/observation book and reported to parents/guardians/Principal/DLP.

## **Physical Education and other Skills Coaching:**

Staff will come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment. Staff should be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation. Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

## **Changing Clothes:**

Children are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible and therefore the staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as children.

This policy was written in September 2025 and will be reviewed every three years unless the need for a new review arises.

#### Swimming Instruction/Snámh

There may be occasions where children will have planned swimming instruction during the school day. Each case will be considered individually and a care plan will be discussed and agreed between teaching staff, SNA personal and parents. This care plan will ensure the safety and comfort of both children and staff.

#### School Tours/Turas Scoile

In the case where class outings are being arranged, parents will be informed in advance of the excursion and a care plan for the day will be discussed and approved by both staff and parents.

Each trip/venue will be researched in advance by the class teacher to ensure it is suitable for the individual needs of the child i.e. changing area, pathways, and soft surfaces (to mention a few).

#### Adolescent Children-Menstrual Cycle/Ógánaigh-Timthriall Míosta

In the case of students in our care who have reached/began their menstrual cycle a care plan to assist their needs in the least invasive manner will be discussed and agreed on with school personnel and parents.

Signed \_\_\_\_\_

Date \_\_\_\_\_