

# **School Toileting and Intimate Care Policy**

## **School of the Holy Spirit**

### **Introduction and Rationale:**

School of the Holy Spirit actively supports the provision of open access to well-maintained, clean, private and safe toilet facilities throughout the school day. The school recognises that well-maintained toilet facilities where students feel comfortable and safe and have all-day access are essential for health, wellbeing and learning. All children have the right to be safe and to be treated with dignity and respect. This policy is designed to safeguard students and staff.

### **Relationship to School Ethos:**

School of the Holy Spirit strives to maintain the dignity of the individual at all times and is actively involved in promoting the personal development of all students.

### **Aims:**

- To update our existing policy.
- To promote the health, wellbeing and learning opportunities of all students.
- To provide good quality toilet facilities throughout the school.
- To maximise access to student toilet facilities during the day.
- To assist students with toileting and intimate care needs.
- To ensure that students are involved and consulted in their own intimate care to the best of their abilities.

- To ensure that levels of intimate care are appropriate and consistent.
- To develop student's self-care skills.

We value and respect our students and want them to benefit from good provision and practice.

**Objectives:**

- To ensure that this policy is accepted and upheld by the whole school community.
- To keep all bathrooms open and available to students throughout the school day and to work towards ensuring students have access at all times.
- To ensure as far as is practicable that the toilet and washroom facilities are suitable for the range of anticipated users, including students with special needs.
- To ensure that the toilet facilities provide privacy for users.
- To ensure that all toilet areas have properly maintained supplies at all times of water, soap, hand drying facilities and toilet tissue. Gloves, wipes and nappy sacks will be provided for the junior classes.
- To ensure that sanitary disposal units and a supply of feminine hygiene products are available in all female cubicles (for girls aged eight and over), and to ensure that sanitary disposal units are serviced on a regular basis.
- To implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day.
- To ensure that students have access to toilets during break times.

- To actively seek the views of the whole school community in relation to any concerns about toilet provision and access issues and to respond seriously to these.
- To provide information and assistance to students who need it in all aspects of toileting and self-care in bathrooms through specific educational programmes (e.g. SPHE), visual schedules, timetables, reminders, etc.
- To encourage students to respect the bathrooms and their peers when using the bathrooms.
- To include toilet management issues at staff meetings when relevant or when issues arise.
- To review the policy regularly, to ensure compliance and to implement any necessary changes.

### **What is Intimate Care?**

**Intimate Care refers to all aspects of support to a student, whether by direct or indirect contact, which are associated with bodily functions, body products and personal hygiene involving intimate parts of the body.**

**Direct contact involves physical contact between the student and the staff member. It may involve touching both intimate and non-intimate parts of the body.**

**Indirect contact involves the supervision, observation and prompting of the student to complete personal and intimate care tasks.**

Intimate care is any care which involves one or more of the following:

- Assisting a student to change his/her clothes.
- Changing or washing a student who has soiled himself/herself.
- Assisting with toileting issues or menstrual care difficulties.
- Supervising a student involved in intimate self-care.
- Providing First Aid assistance.
- Feeding a student.
- Assisting a student who requires a specific medical procedure and who is not able to carry out this unaided. In this instance a meeting

must be held with parents/guardians to put a plan in place which is signed off on by parents and school. Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

### **Specific Arrangements for Toileting / Intimate Care Needs**

- At all times the dignity and privacy of the student will be paramount in addressing intimate care needs.
- In all situations where a student needs assistance with toileting / intimate care, a class plan will be put in place and all staff will be informed.
- Personnel involved in this care will be identified and provided with the resources needed for the situation e.g. protective gloves.
- Provision for occasions when staff are absent will be made. Any change of personnel will be discussed with the student, if appropriate.
- Any changes to the plan will be discussed with parent / guardian and student and noted in the student file.
- A Toilet Training Record Sheet will be maintained in the classroom for toilet training purposes.

### **Toileting Accidents:**

- Staff will be provided with a supply of materials need for intimate care needs -wipes, gloves and disposable bags in which to seal soiled clothes to send home.
- Staff will ensure the student is happy with the staff member who is changing him/her.
- Staff will be responsive to any distress shown.
- A supply of clean underwear and track-suit bottoms etc. will be kept in the school.
- In the first instance the pupil will be offered fresh clothing to clean and change themselves.
- If, for any reason, the student is unable to clean or change themselves, staff will assist
- Parents will be notified of these accidents.
- A record of the incident will be kept on the student's file.

### **Disposal of blood, vomit etc.**

Plastic gloves will be used. These will be removed inside out and disposed of in a sealed plastic bag in a lined bin.

### **School Responsibilities:**

- All members of staff working with students are Garda vetted and have completed TUSLA Child Safeguarding training.
- Only staff familiar to the student will assist with intimate care needs, unless it is an emergency situation.
- Where anticipated, intimate care arrangements are agreed between the school and parents and, when appropriate and possible, the student.
- Record keeping related to toileting and intimate care needs is maintained in the student file.
- Specific medical interventions for intimate care needs are agreed and signed off on by school and parents and record kept on student's file.

### **Parent Responsibilities:**

- Parents must inform the school as soon as possible of any requirement for assistance with toileting or intimate care needs.
- Parents must inform the school as soon as possible of any changes relating to their child's needs in this area.
- Parents must agree and sign a plan for specific medical assistance, once identified.

### **Success Criteria:**

- All staff are trained and Garda vetted.
- All staff are familiar with specific needs in the class.
- Staff have the appropriate materials.
- Staff are consistent in their approach.
- Staff use the appropriate level of assistance.
- Students are consulted and comfortable with the arrangements.
- Parents are satisfied with the level of care their child receives.

### **Implementation and Review:**

This policy was updated in April 2024 and will be reviewed in two years or when deemed necessary.

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

