



Procedures Regarding the Dressing, Intimate Care and Toileting of Pupils

Introduction:

In so far as is possible, it is the policy of St. Ultan's School that pupils will toilet and take care of their own personal dressing, undressing and intimate care needs. However, some pupils will require assistance as part of their physical needs and may also have these skills as part of their social and independent skills programme

The procedures below were revised in 2012 following a review of the Child Protection and all associated policies and procedures.

Relationship to School Ethos:

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. These procedures are in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links. It aims to provide clarity around the procedures in relation to the dressing, intimate care and toileting of children during the school day. All staff involved in the intimate care and toileting of children will have met all the screening and Garda vetting criteria before being employed by the Board of Management of St. Ultan's School.

Children with Specific Toileting/Intimate Care Needs:

- On enrolment, parents/guardians are requested to state if their child has toileting or intimate care needs other than those that are described in the psychological and other reports accompanying the request for enrolment
- In all situations where a pupil needs assistance with toileting and/or intimate care, a meeting will be convened, after enrolment and before the child starts school

- Parents/guardians, principal, class teacher, SNA, and if appropriate, the pupil, will attend
- The specific care needs of the child, and how the school will meet them, will be clarified. This may include the training for all necessary personnel in the use of specific equipment, e.g. hoists, as may be required for some pupils such as those with physical disabilities
- Personnel involved in this care will be identified
- Two members of staff will be present when dealing with intimate care needs. If there are changes or the staffing schedule does not allow for this arrangement, parents/guardians will be informed.
- As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc
- A written copy of the agreement will be kept on the pupils file
- Parents/guardians will be notified of any changes from agreed procedures

At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs

- Staff will wear protective gloves, aprons, masks, and visors. Disposable sheets will also be used when necessary.
- Parents will complete an Intimate Care Plan each year (Appendix A)
- Parents will complete a permission form each year (Appendix B)

Toileting Accidents:

- Parents/guardians may be asked to provide a set of clean underwear, wipes, pull-ups, track-suit bottoms etc to be kept in the school
- In the first instance, the pupil will be offered fresh clothing to clean and change themselves
- If the child is unable to clean or change themselves, the pupil will be given assistance by an SNA.
- Parents will be notified of these accidents
- A record of the incident should be kept, the class teacher will email or call the parent to inform them of the accident.
- In some cases because of the lack of shower facilities parents may be asked to collect their children early.



Dressing and Undressing for Swimming and P.E. Activities

- In so far as is possible, pupils of St. Ultan's will be expected to independently dress and undress themselves for swimming and other PE activities. When they require assistance this will be provided in an open or communal area and with the consent of parents.
- Parents are invited to come to the swimming pool and help their child(ren) undress and dress before and after swimming lessons. Parents must be Garda Vetted before they can attend swimming.

The dressing rooms and pool area will always be well supervised. St. Ultan's staff that take classes swimming will make sure that there are at least two adults in attendance at all times.

Under no circumstances will members of staff be expected to or allowed to dress/undress a child on their own in a cubicle/private area. In such situations where privacy is required, the parents/guardians of the child may be asked to come to the pool to assist their child.

Ratification:

This revised policy was ratified by the Board of Management on 8 November 2012, reviewed by staff in April '21 and ratified by the Board Of Management in May 2021.

The policy will be reviewed again in 2023 unless deemed necessary in the interim.

Signed: Patrick McCreanor

Patrick McCreanor, Chairperson

Date: 09/06/21



Appendix A

St. Ultan's Special School

Intimate Care Plan Private & Confidential

(relevant staff only)

Name of Pupil: _____

Date of Birth: _____ Period of Care Plan: _____

_____ Class Teacher: _____

Detail of Specific intimate Care Need :

Staff Members involved in intimate Care Need :

Specify staff member's role

Equipment/Materials Required

Equipment/Materials to be provided by parents

Further information provided by parents/guardians in relation to the intimate care need – Language, Routines etc

Parent: _____

Date: _____

Teacher: _____

Date: _____

SNA: _____

Date: _____

Appendix B



Toileting & Intimate Care Needs Permission Form

I/we give permission for our child _____'s

toileting/intimate care needs to be looked after in line with St. Ultan's Special School

Toileting and Intimate Care Needs Policy.

Signed

Parent/Guardian

Parent/Guardian

Date:
