

Coláiste na Sceilge

Intimate Care Needs Policy

'We Respect, We Care, We Learn, We Develop, We Belong'

This Policy was Ratified by Board of Management 22May 2018

The Children First Act 2015 has informed the development/review of this school policy and this policy is fully compliant with the spirit and content of the Department of Education and Skills Child Protection Procedures for Primary and Post Primary Schools 2017 and the Children First Act 2015.

Intimate Care Policy Introductory Statement This policy was collaboratively devised in May 2018 by all of the school stakeholders including: Kerry ETB Health and Safety Department

- Student Representatives
- Parent Association
- Teaching and SNA staff
- Kerry ETB Health and Safety Department

Rationale The policy was devised to document agreed intimate care procedures to ensure appropriate safe-guards were in place to protect the welfare and dignity of children who require intimate care at school or during school activities.

In order to adhere to our Mission Statement, students receiving this care must always feel comfortable and confident that their privacy and dignity will be appropriately preserved and protected at all times.

Definition of Intimate Care

Intimate care is the support provided by staff to students while involved in care routines. 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 or exposure of the genitals. Examples may include:

- Dressing and undressing (underwear)
- Support with using the Toilet
- Changing of continence pads
- Cleaning intimate body parts

- Menstrual care

Where necessary, such support will involve varying levels of supervision and assistance and may involve physical contact with a student when they are partially or fully undressed.

Practices and Procedures

Staff responsible for delivering the Intimate Care needs to Students in Coláiste na Sceilge are Special Needs Assistants (SNAs)

1 All staff members including SNAs and parents/guardians will be made aware of the school's Child Protection Policy along with the Child Protection Procedures for Primary and Post-Primary Schools published by the Department of Education and Skills. Copies of these documents are published on the school website.

2 Students study Social, Personal and Health Education (SPHE) programme at Junior cycle and Relations and Sexual Education (RSE) at Senior Cycle. Parents will be encouraged to reinforce the personal safety messages within the home.

3 Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children will be required to familiarize themselves with the Child Protection Procedures for Primary and Post-Primary Schools published by the DES and the Child Safeguarding Statement.

4 Coláiste na Sceilge 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. Management and staff recognise that there is a need to treat all children with respect when intimate care is given. If a child shows any distress it will be documented and reported to the principal and parent.

5 Every effort will be made to ensure that appropriate apparatus (e.g. changing bench, hoist etc) will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist/relevant specialist as required. The installation of any such apparatus will depend on the provision of funding from the Department of Education and Skills (DES).

6 SNAs will adapt their practice in relation to the needs of individual children and to take developmental changes such as the onset of puberty and menstruation into account.

7 SNAs will always carefully communicate with each child who needs help with intimate care to determine their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. The child will be made aware of each procedure that is carried out and the reasons for it.

8 As a basic principle, children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. SNAs will encourage each child to do as much for

themselves as they can. This may mean, for example, giving the child responsibility for washing/cleaning themselves.

9 Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child receives intimate care. Where possible, one child will be cared for by two adults.

10 Parents/guardians will be involved with their child's intimate care arrangements on a regular basis. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

11 Each child's Year Head and the SEN coordinator will act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

12 Staff will work with individuals of the same gender in providing intimate care, where possible.

Preparation of the Intimate care Plan

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

Parents, Guardians, Principal, Class Teacher, SNA, SEN Coordinator, specialists eg Occupational Therapist etc and, if appropriate, the student will attend.

The specific care needs of the child, and how the school will meet them, will be clarified in the Intimate Care Plan

Personnel involved in this care will be identified in the Intimate Care Plan

Provision for occasions when staffs are absent will be outlined (e.g. Substitute SNA's will not generally be involved in intimate care. Any change of personnel will be discussed with the pupil, if appropriate and the parent/guardian.

Two members of staff will be present when dealing with intimate care needs

Any changes will be discussed with parent/guardian and pupil and noted in writing in the pupil's file

As far as possible the student will be involved in identification of his/her personal requirements, wishes, changes etc

A written copy of the Intimate Care Plan will be kept on the pupils file

Parents will be notified of any changes from agreed procedures

The Care Plan will be reviewed annually

Manual Handling

In the case of an individual requiring manual handling as part of meeting their intimate care needs, the manual handling procedure should be conducted in line with Manual handling training

and in conjunction with the parent/guardian, relevant specialist eg Occupational therapist and where appropriate the student. The Intimate Care Plan should indicate that the individual's Manual Handling Guidelines be followed with regard to the specifics eg lift / transfer etc

Maintaining the dignity and privacy of the individual

The SNAs will be familiar with the individual's particular needs and preferences as outlined in their Intimate Care Plan see Appendix 2

Intimate care should be undertaken in an environment where the individual's privacy can be maintained; only those who are involved in helping with the care task should be present in the room.

The individual's intimate care needs should only be discussed in a private setting where confidentiality can be maintained.

Before commencing an intimate care task the staff member should explain to the individual, using communication appropriate to the individual, what they are about to do and how they will do it.

Ensuring the safety of the student and staff member

The environment should support the implementation of the student's Intimate Care Plan in a safe and dignified way.

Any equipment which is required to carry out the process should be in good working order. Any issues with equipment should be reported to the Health and Safety Officer immediately.

SNAs will be fully trained in any specific procedures which need to be undertaken in the delivery of intimate care for the student.

SNAs should use protective clothing such as disposable gloves and aprons as appropriate when carrying out intimate care tasks

SNAs should use intimate cleaning products in conjunction with the Intimate Care Plan

Provision of Care Reporting

Reporting

If during the provision of intimate care assistance...

- The student is accidentally hurt
- The student seems unusually sore, tender or bruised
- The student appears to misinterpret what is said or done
- The student has a very strong emotional reaction without apparent cause

...the staff members involved in the intimate care assistance should immediately report any such incidents to the class teacher. The incident should also be reported as soon as possible to the Principal/Deputy Principal. Parents may be contacted and an incident report may be completed if Child Protection Guidelines indicate that this step is necessary. Follow up will take place as required. Child Protection guidelines will be followed at all times.

Appendix 1

Individual Manual Handling Guidelines

1 Student requiring Manual handling _____

2 Guidelines for assisting the above named student for the needs outlined.

Appendix 3

Training Record for SNAs

SNA Name	Manual Handling & Dates completed	Hoist training & dates completed	First Aid Date completed	Additional Training named & Date completed	Additional Training & Date completed	