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**Intimate Care and Toileting Policy**

**October 2018**

The following sets out the arrangements that will be put in place to support children with specific toileting/intimate care needs

1. **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.
* 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 and agreed in writing between the Principal and parents /guardians.
* Personnel involved in this care will be identified.
* Provision for occasions when staff are absent will be outlined (e.g. Substitute SNAs will not generally be involved in intimate care). Any change of personnel will be discussed with the pupil, if appropriate.
* 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 to the pupil’s file.
* 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 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

**2. Toileting Accidents:**

* At the Junior Infant induction meetings, the school procedures regarding toileting accidents will be notified to parents.
* Parents receive a phone call to notify them of the toileting accident.
* Parents are welcome to come to the school to help the child change.
* A supply of clean underwear, wipes, track-suit bottoms etc will also be kept in the school
* If the parent is unable to come to the school or if the school is unable to contact the parent by phone the pupil will be offered fresh clothing to clean and change themselves.
* If, for any reason, the child is unable to clean or change themselves two members of staff, familiar to the child will attend to him/her
* Parents will be notified of these accidents
* A record of the incident will be kept by the class teacher.

This Intimate Care and Toileting Policy was ratified by the Board of Management at a meeting on 5th October 2018.

Siobhán Kennedy Padraig Fitzgerald.

Principal Chairperson

Version Control

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