



## Intimate Care and Toileting:



**School Name:** De La Salle College, Waterford.

**School Address:** Newtown, Waterford.

**School Roll Number:** 649500

**School Details:** De La Salle Waterford is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Le Chéile Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of De La Salle, Waterford is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

### Mission Statement:

Inspired by its founder, the mission of the college is to: *“De La Salle College, Waterford is an all-boys Catholic school. It is a learning community where all students are valued and educated in preparation for a meaningful life”*

### Ethos:

As a Le Chéile school in the De La Salle tradition De La Salle Waterford seeks to promote the key values of a le Chéile school as espoused by life St. Jean-Baptiste De La Salle. Graduates of our school are characterised a keen sense of the following:

- Intellectual Development
- Emotional and Social Development
- Moral Development
- Spiritual Development
- Concern for Others

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25<sup>th</sup>. May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

### Introduction

De La Salle promotes positive home-school contacts, not only in relation to the welfare of students, but in relation to all aspects of school life. This policy is 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.

## **Aims**

The aims of this policy are

- To ensure that the dignity and privacy of the student involved is paramount
- To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner.

## **Staffing Levels**

Toileting 'accidents' may occur in the school setting. As teachers we act 'in loco parentis' and can deal with a toileting accident without assistance. It is good practice to only provide help that is required by the student. The teacher should encourage the student to do as much for themselves as possible. A teacher must always be cognisant of his/her duty of care regarding effective supervision of all the students in the class when assisting a student with toileting.

## **Toileting of students in the ASD Class**

It is school policy that;

- The personnel involved in intimate care needs of students are usually SNA's but teachers may be involved.
- There should be a minimum of two staff members present at all times. Additional support will be provided if needed.
- No substitute SNA should be involved in the toileting of a student unless sanctioned by the Principal or the SENCO

## **Parent Responsibilities**

Parents/Guardians need to identify any toileting needs in their application form. They should supply the school with the resources required to carry out the toileting or other care needs, which may include, but not be limited to;

- Nappies
- Wipes
- Creams
- Nappy Sacks
- Spare underwear
- Spare Clothes

## **Intimate Care/Toileting Plan**

In the event that a specific toileting need has been identified for a student, an intimate Care/Toileting Plan will be developed in partnership with the student's class teacher, designated SNA's and the student's parents/guardians.

The Care Plan must include;

- Specific Care Need
- Number of staff required to meet the needs of the student
- Identification of the staff members involved
- Additional equipment required
- Child's preferred means of communication to include agreed terminology for body parts and bodily functions.
- Child's level of ability
- Cultural and/or religious sensitivities
- Signature of SENCO/Principal
- Date of Care Plan
- Signature of ASD coordinating teacher/year head (if student is not allocated a place in the ASD special class).

### **Elements of Good Practice for Staff**

While it is not possible to prescribe guidelines that will apply in all situations, it is important the elements of good practice be followed. Staff should follow these guidelines.

- In the case that a student has an Intimate Care Plan ensure you are completely familiar with the plan.
- Address the student by name and ensure he/she is aware of the focus of the activity.
- Verbalise your actions to the student in a reassuring way to prepare them for each procedure.
- Use visual cues for students with limited communication, e.g. pointing at a wipe or picture board.
- Use appropriate and professional language. Specific language may be detailed in a care plan.
- In intimate care, the touch should be affirmative and supportive, not rough or insensitive.
- Respect the dignity and privacy of the student at all times.
- Have all equipment and materials to hand before commencing.
- Use discreet observation if checking to see if a nappy needs changing.
- Use protective gloves provided.
- Take all precautions when disposing of soiled material in the bin provided.
- Intimate care procedures will be carried out in a manner which treats the student in a dignified and respectful way and allows the student the maximum level of privacy.
- The student's independence will be encouraged.

### **Reporting**

All toileting 'accidents' involving students with no Care Plan must be reported to the students' parents/guardians. If during the intimate care of a student a staff member;

- Accidentally hurts/injures the student
- The staff member observes something which raises child protection concerns
- The student seems to misinterpret what is said or done
- The student has a very emotional reaction without apparent cause the incident must be reported to the ASD Teacher/Principal/SENCO or the DLP or Deputy DLP as appropriate.

### **Staff Roles and Responsibilities**

Teachers, and the Principal assume shared responsibility, participates in, and contributes to the implementation of an effective and equitable 'Intimate Care and Toileting Policy'

### **Success Criteria**

The school evaluates the success of the policy through;

1. Participation of all staff in the policy
2. Safe and effective care of all students in our school
3. Feedback from all staff
4. Feedback from relevant parents/guardians.

### **Implementation**

This policy is effective immediately.

### **Evaluation**

This policy will be monitored on an ongoing basis.

### **Approval**

This policy has been distributed to staff, parents and students for their approval.

Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of De La Salle:

Chairperson:           *Nora Widger*          

Date: 02/12/21

This policy will be due for review on:

Date: December 2024