



Lecarrow Community National School
Knockanyconor, Lecarrow, Co. Roscommon, F42 HC83
Web: www.lecarrowcns.ie
Email: lecarrowcns@gretb.ie
Phone 0906 661242
Roll Number: 18272J



Intimate Care and Toileting Policy

Introduction

Lecarrow CNS is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.

Intimate care is any caring procedure which involves attending to a pupil when he/she is undressed or partially dressed, washing (including intimate parts), helping to use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact with an intimate area of a pupil, or any procedure carried out while the pupil is in a state of whole or partial undress. The supervision of pupils while they are dressing and undressing will also be considered as intimate care. This policy and related procedures have been developed bearing in mind that all physical contact between staff and pupils:

- Should be aimed at meeting the needs of pupils
- Should respect the dignity of each pupil
- Should be consistent with professional integrity of staff members

Policy Rationale

The aim of the policy is to increase knowledge, enhance skills and promote good practice in this sensitive area. All staff will be made aware of the standards expected of them. Intimate care will be carried out only by regular school employees.

Relationship to the School Ethos

All pupils and staff members have the right to feel safe and be treated with dignity and respect.

Aims and Objectives

The aims of this policy are:

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

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, other relevant persons and if appropriate, the pupil, will attend.
- The specific care needs of the child, and how the school will meet them, will be clarified.
- Staff members i.e. SNAs, involved in this care will be identified.



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- Provision for occasions when Staff members 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).
- Two members of staff should be present when dealing with intimate care needs.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. An Intimate Care Plan (See Appendix 2) having been agreed and signed by parents, children and staff involved, may consider it to be acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child.
- Any changes will be discussed with parent/guardian and pupil, and noted in the pupil's file.
- Where a pupil requires manual handling as part of meeting their intimate care needs, the manual handling procedure should be defined in the pupil's Intimate Care Plan.
- 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 i.e. Intimate Care Plan will be kept in the pupil's 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.

Toileting 'Accidents'

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 pupil. The teacher should encourage the pupil 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 pupils in the class when assisting a pupil with toileting.

- At the Junior Infant induction meeting, the school procedures will be outlined to parents, and they will be asked to submit in writing specific wishes regarding toileting accidents. The same will apply for all other enrolments outside of initial Junior Infant enrolment day.
- A supply of clean underwear, wipes, 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 him/her.
- If, for any reason, the child is unable to clean or change him/herself, the procedure outlined by parents/guardians will be followed.
- If staff must clean /change the child, two members of staff, familiar to the child will attend to him/her.
- One staff member will attend to the child while the other staff member will maintain a support role.
- Parents will be notified of these accidents.
- A record of the incident should be kept. (Appendix 3)
- In the event of a child soiling him/herself, the school will contact the parents/guardians to attend to the child. If the school cannot contact the parent/guardian, the above procedure will be followed



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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:

- In the case that a pupil has an Intimate Care Plan ensure you are completely familiar with the plan.
- Address the pupil by name and ensure he/she is aware of the focus of the activity.
- Verbalise your actions to the pupil in a reassuring way to prepare them for each procedure.
- Use visual cues for pupils 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 pupil 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 pupil in a dignified and respectful way and allows the pupil the maximum level of privacy.
- The pupil's independence will be encouraged

Role of Special Needs Assistant.

SNAs are appointed to provide **assistance with toileting and general hygiene:** (including catheterisation) where a child with special needs cannot independently self-toilet, and until such time as they are able to do so. (Primary Care Needs – DES Circular 0030/2014)

- SNAs will be provided with appropriate training to address specific toileting needs (Appendix 1)
- Where an SNA may be required on a temporary basis, to provide assistance with toileting and general hygiene, parents/ guardians should write to the Board of Management seeking approval for this assistance.

Reporting

All toileting “accidents” involving pupils with no Intimate Care Plan must be reported to the pupils’ parents. If during the intimate care of a pupil a staff member:

- accidentally hurts/injures the pupil
- observes something which raises child protection concerns
- thinks the pupil has misinterpreted what is said or done
- observes the pupil having a very emotional reaction without apparent cause



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the incident must be reported to the Class Teacher and/or Principal as appropriate.

Monitoring and Review

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required.

Signed:  Date: 22/10/2025
Chairperson of BOM

Signed:  Date: 22/10/2025
Principal



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Appendix 1 Catheterisation

Special Educational Needs Staff Dáil Debate 22nd November 2016

Minister Bruton confirmed that catheterisation is considered a primary care need and that in some instances “parents may be the most appropriate trainers for SNAs in relation to the catheterisation needs of their child in the school environment, as these parents have received comprehensive training from experienced staff in Our Lady’s Children’s Hospital, Crumlin or Temple Street Children’s University Hospital.”



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Appendix 2

Intimate Care Plan	
Child's Name	DOB
Names of Support Staff Involved	
Area of need	
Equipment required	
Location of suitable toilet facilities	
Support Required	
Frequency of Support	
SNA will	
Child will	
Signed:	
Parent/Guardian _____	Date _____
SNA _____	Date _____



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Principal _____ Date _____

Appendix 3

Record of Intimate Care Intervention		
Child's Name	Class	Class Teacher
Name of Support Staff Involved		
Date	Time	
Support Provided:		
Signature of Support Staff Involved		

