



RCN No:20113285

**Dunderrow National School**

**Roll No: 169400**

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Principal: Triona Hannon

Deputy Principal: Helen O'Callaghan

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## Policy on Stay Safe & Intimate Care

### Introductory Statement

The staff and management of the Dunderrow NS have developed and agreed this policy in line with current recommendations and guidelines relating to child abuse prevention and child protection guidelines.

This policy addresses the responsibilities of the school in the following areas:-

- Prevention – curriculum provision
- Procedures – procedures for dealing with concerns / disclosures
- Practice – best practice in child protection

Copies of this policy document and the appended section from Department of Education and Skills, Child Protection Guidelines and Procedures will be made available to all staff (policy document folder in office, foyer, staffroom, corridors). It is incumbent on all staff to familiarise themselves with 'Children First' and the Department of Education and Skills Child Protection Guidelines & Procedures.

### Aims

This policy aims to:

- Create a safe, trusting, responsive and caring environment by valuing each child's contribution and work through praise and encouragement.
- Provide a personal safety skills education which specifically addresses abuse and prevention for all children in the school. The children in our care may not always or may not be capable of talking about their problems. All staff should observe and spend time to get to know the children and how they may hide their worries and problems.
- Develop awareness and responsibility in the area of child protection amongst the whole school community.
- Put in place procedures for good practice to protect all children and staff.
- Ensure all staff members are aware of and familiar with the 'Children First' and the Department of Education and Science Guidelines and Procedures in relation to reporting concerns and / or disclosures of child abuse and bullying.
- Provide for ongoing training in this and related areas for all school staff.

## **Prevention**

Dunderrow National School has and reviews on an annual basis its Child Safeguarding Statement and Risk Assessment. This statement would state that Dunderrow NS uses the **Stay Safe Programme** to provide education for children on abuse prevention. This programme is taught as part of schools SPHE curriculum every other year under strand unit Safety & Protection. Staff will make every effort to ensure that the messages of the programme are reinforced whenever possible. Teachers and parents work together to ensure that children learn the skills they need to keep safe.

- \* Through the Stay Safe Programme each child would be taught how to complain in ways and language they know best.
- \* Take away the secrecy on which abuse thrives.
- \* Each child be made aware of their rights and that the school will protect them and not cover up problems.
- \* All staff be aware of the school discipline code.
- \* All staff are committed to the prevention of physical, sexual or emotional abuse of children.

## **Procedures**

All staff (Teachers, SNAs, ancillary, secretarial etc.) in this school will follow the recommendations for reporting concerns or disclosures as outlined in the 'Children First' and the Department of Education and Skills document, 'Child Protection Guidelines & Procedures'.

The Board of Management of this school has appointed a DLP, a DDLP and DDDL (see Appendix 1).

Links to Stay Safe and Stay Safe Parents Guide see Appendix 2

The staff and management of this school have agreed:

- All concerns / disclosures involving child protection /child welfare issues will be reported in the first instance to the DLP (Deputy DLP where appropriate).
- Strict adherence to the reporting guidelines will be adhered to and each report to the DLP will be dated and signed by the person making that report.
- Maintaining confidentiality is key and information regarding concerns or disclosures of abuse should and will only be given on a 'need to know' basis.

The staff and management of this school recognise the children's rights and will treat them with dignity and respect by:

- Not accepting threatening, violent or degrading behaviour.
- Informing and explaining to children their rights and responsibilities.
- Treating the children as individuals.
- Involving children.
- Allowing time for children to talk.
- The right for all non-verbal children to communicate using augmentative / alternative communication system
- The Stay Safe Programme being taught to all classes every other year

## **Guidelines for Good Practice in Intimate Care**

Children and young adults with disabilities can be very vulnerable and all staff involved in their care need to be particularly sensitive to their needs. These guidelines are based on the following principles and are offered so that expectations are clear and that approaches are consistent as far as possible.

The following areas have been considered by the staff and Board of Management of this school as areas of specific concern in relation to child protection. Following discussion and consultation the staff and the Board of Management have agreed that the following practices be adapted.

### **(a) Physical Contact**

While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness:-

- Is it acceptable to the child
- It is open and not secretive
- The age and developmental stage of the child

School personnel should avoid doing anything of a personal nature for children that they can do for themselves.

### **(b) General Care**

All applicable staff to be involved and informed on the following aspects of general care for pupils requiring intimate care. Staff will need to be involved and informed on

- The planning and implementation of services required for a specific child's care
- Working as part of the multi-disciplinary team – what is required of staff
- Pupils reviews – what has been agreed to
- General escorting duties where intimate care is not required.
- Helping pupils with social skills i.e. eating, drinking, hair-washing and grooming, teeth cleaning, showering/bathing etc.
- Dressing and undressing of outer clothing.
- The lifting and positioning of specific pupils as required to meet their needs.

### **(c) Privacy**

Each pupil should be treated with dignity and his/her privacy ensured at all times.

### **(d) Language**

- All staff to be consistent with the terminology used with each pupil. Keep sentences short and emphasise key words.
- Accompany the language with non-verbal cues i.e. facial gesture and pointing, formal signs

### **(e) Independence**

Involve pupils as far as possible in their own intimate care.

Staff should encourage pupils to do as much for themselves as possible. However, where a pupil is fully dependent on his carer, staff should explain their actions and give choices where possible.

#### (f) Self Image

At all times staff should encourage pupils to have a positive image of their own bodies.

Confident assertive people who feel their bodies 'belong to them' are less vulnerable. As well as basics like privacy, the approach that staff take to individuals' intimate care can convey many messages to them about their self image. Staff attitudes to the pupils' intimate care is of paramount importance.

#### (g) Safety

1. Staff should be careful in all aspects of care not to leave themselves open to the possibility of allegations and ensure that actions, comments or remarks cannot be misinterpreted.
2. It should be remembered that unfounded allegations can arise and appropriate measures should be taken to ensure the protection of pupils and staff.
3. Staff should avoid restraining pupils, except where this is absolutely necessary to maintain safety.
4. Staff should avail of CPD training to meet the needs of the child/children in their care.

#### Children with Specific Toileting/Intimate Care Needs Procedures

- We have one equipped disabled access toilet in the school located by the hall.
- 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. If appropriate, a Care Plan will be put in place.
- Personnel involved in this care will be identified.
- Provision for occasions when staff 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 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 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.
- Work carried out by special needs assistants will be carried out under direction of the Class teacher.
- Swimming – class teacher will make appropriate arrangements for intimate care needs of their class.
- At all times there must be adequate supervision of pupils

### **Toileting and other Accidents:**

- We are including procedures for wetting, soiling, vomiting on clothes and falling on muddy grass in this section. At all times, we will maintain the privacy and dignity of the child.
- At the Junior Infant Induction Meetings, the school procedures will be outlined to parents and they will be asked to inform the teacher of any specific wishes regarding Toileting Accidents if they feel the need to do so.
- 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 themselves.
- If staff must clean /change the child, two members of staff, familiar to the child will attend to him/her. The SNA/teacher will assist the child with dressing only if absolutely necessary. Staff are required to wear protective gloves while changing a child.
- Wet/soiled clothes will be put in a plastic bag. Parents are asked to return the clothes given to their child, washed and folded.
- Parents will be notified of these accidents. They may wish to come to the school and bring a change of clothes for their child.
- A record of the incident should be kept if parents and teachers wish to do so.
- Changes of clothes and underwear are kept in the school in an area off the hall. Infant teachers also have a change of underwear in their classrooms.

While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable a full record of the incident should be made and reported to the principal and parents.

## Links to other Policy / Planning Areas

**Prevention** SPHE curriculum, Strand Unit on Safety & Protection  
**Procedures** Health & Safety Policy and Anti Bullying Policy / Child Protection Policy  
**Practice** Policy on Outings and Intimate Care Procedure

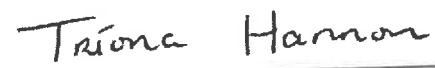
## Review and Monitoring

This policy will be monitored and reviewed by the Board of Management when necessary. The Board of Management will ensure that adequate training and support is provided for all staff.

Policy adopted by the Board of Management on 9/12/22



Chairperson B.O.M



Principal

## Appendix 1:

DLP	Triona Hannon
DDLp	Helen O'Callaghan
DDDLp	Leonora Horan

## Appendix 2:

[www.staysafe.ie](http://www.staysafe.ie)

[https://www.staysafe.ie/PDFs/Parents/Stay-Safe-Parent's-Guide-\(Print\).pdf](https://www.staysafe.ie/PDFs/Parents/Stay-Safe-Parent's-Guide-(Print).pdf)