



Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223

✉ ourladyofmercyoffice@gmail.com

🌐 <http://www.ourladyofmercy.ie>

POLICY ON TOILETING/INTIMATE CARE

Introduction:

The Board of Management of Our Lady of Mercy Convent School is setting out, in this statement, the policy of the school in regard to Toileting/Intimate Care, in accordance with the provisions of the Education Act, 1998.

The Board trusts that this statement of policy will be of assistance to staff and parents/guardians in relation to toileting/intimate care matters.

The Board also wishes to state that the Chairperson and Principal of the school will be willing to clarify any matters arising from this policy statement.

Aims

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.

Relationship to characteristic spirit of the school

The Mission Statement of Our Lady of Mercy Convent School, Booterstown is as follows:

To educate, encourage and celebrate our children and the wider school community as together we grow in body, mind and spirit.

Tá ár dTiarna linn.

Children with Specific Toileting/Intimate Care Needs:

- In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened before the child starts school. Parents/Guardians, the Principal teacher and/or other staff members (if appropriate) will attend.
- The specific care needs of the child, and how the school will meet them, will be clarified and the personnel involved in this care will be identified. Also, the provision for occasions when staff members are absent will be outlined in general terms.
- Two members of staff will be present when dealing with intimate care needs.
- Staff will wear protective gloves, if appropriate and necessary.
- Parents will be notified of any changes from agreed procedures.



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- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs. As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc.
- Teachers will use Appendix B for notifying parents.

Toileting Accidents:

- 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 wipes and fresh clothing to clean and change themselves.
- If, for any reason, the child is unable to clean or change themselves, staff members will assist.
- If staff must clean /change the child who requires assistance with cleaning and change, two members of staff, familiar to the child will attend to her.
- If staff must assist in cleaning /changing a child who does not requires assistance with cleaning and change, one member of staff, familiar to the child will attend to her.
- Parents will be notified verbally of these accidents. A log of incidents is attached at appendix A.

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 pupils in our school
3. Feedback from all staff
4. Feedback from relevant parents/guardians.

Implementation Date

The procedures outlined in this policy will be effective immediately.

Timetable for review

The operation of the procedures outlined in the policy above will be reviewed and, if necessary amended every four years; and/or earlier in the event of the issuing of new guidelines/legislation from statutory bodies.

Ratification and communication

This plan was ratified by the Board of Management and was communicated to all staff members and community.



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Signed: _____

(Chairperson, Board of Management)

Dated: _____

13/05/2025

Proposed date of revision: May 2029

