

Intimate Care Policy



Scoil Pól

Intimate Care Policy

Scoil Pól, Kilfinnane



Introduction and Ethos

Scoil Pól is committed to providing a safe, respectful, and supportive learning environment for all students. This Intimate Care Policy has been developed to safeguard students and staff when assistance with personal care is required. The policy operates within our school's ethos of dignity, respect and inclusion, ensuring that students who require intimate care can participate fully in school life.

This policy must be read in conjunction with the school's Child Safeguarding Statement, Code of Behaviour, Special Educational Needs Policy, Administration of Medication policy, First Aid policy and Health and Safety Policy.

Definition of Intimate Care

Intimate care refers to any activity required to meet the personal care needs of individual students. This includes:

- Feeding and oral care
- Washing and personal hygiene
- Dressing/undressing
- Toileting assistance
- Menstrual care
- Supervision during intimate self-care
- Managing toileting accidents or incontinence
- Administering medication requiring access to intimate areas (as per relevant medical protocols)

Guiding Principles

Every student has the right to:

- Be safe and protected from harm
- Personal privacy and dignity
- Be valued as an individual
- Be treated with respect regardless of age, gender, disability or need
- Be fully involved and consulted about their possible care. Express views about their intimate care arrangements
- Receive consistent, high-quality care from trained staff

Roles and Responsibilities

The Board of Management will:

- Approve and review this policy regularly
- Ensure adequate resources and training for staff
- Ensure all staff are appropriately vetted through Garda vetting procedures

The principal will:

- Ensure policy implementation and staff awareness
- Identify and train designated staff members
- Maintain records of Intimate Care Plans
- Review arrangements annually or as needs change

Parents/Guardians will:

- Inform the school of their child's intimate care needs
- Collaborate in developing an individual Intimate Care Plan
- Provide necessary equipment, spare clothing and supplies
- Sign consent forms and review arrangements regularly

Staff will:

- Only provide intimate care if trained and designated
- Follow agreed Intimate Care Plans
- Maintain confidentiality
- Report concerns immediately to the Designated Liaison Person (DLP)

Intimate Care Plans

An Individual Intimate Care Plan will be developed for each student requiring assistance. This plan will:

- Be created in consultation with parents/guardians, the student (where appropriate), relevant staff, and health professionals
- Specify the type of care required and procedures to be followed
- Identify designated trained staff members
- Detail equipment and resources needed
- Respect the student's preferences and promote independence
- Include communication strategies appropriate to the student
- Be reviewed at least annually or when circumstances change
- Be stored confidentially in the student's file
- Parents/guardians and students (where appropriate) must provide written consent for the plan.

Best Practice Guidelines

Privacy and Dignity:

- Intimate care will be provided in a private, designated area
- Only designated staff will provide care
- Staff will explain procedures to the student beforehand
- Students will be encouraged to participate and develop independence
- Communication will be age-appropriate and respectful

Safety Protocols:

- A trained staff member will provide care
- Where possible, another adult should be nearby
- Doors may remain unlocked or ajar to balance privacy with safety
- Staff will wear appropriate PPE (gloves, aprons) where required
- Infection control procedures will be followed

Promoting Independence:

- Students will be supported to do as much as possible themselves
- Skills development towards independence will be encouraged
- Equipment adaptations will be considered where appropriate

Safeguarding

Staff must:

- Never provide intimate care that has not been agreed in advance
- Report immediately any marks, bruises, changes in behaviour, or concerns to the DLP
- Complete a written record if a student is accidentally hurt or distressed
- Never take photographs during intimate care
- Always maintain professional boundaries

If concerns arise:

- Stop the care procedure immediately if the student is distressed
- Reassure the student and ensure their safety
- Report to the DLP without delay
- Complete a written record using school safeguarding procedures
- All staff concerns about colleagues' intimate care practices must be reported to the DLP in line with the Child Safeguarding Statement.

Record Keeping

Records will be maintained of:

- Individual Intimate Care Plans
- Parental consent forms
- Staff training in intimate care procedures
- Any accidents or incidents during intimate care
- Reviews of care arrangements
- All records are confidential and stored securely in accordance with GDPR requirements.

Staff Training and Support

Only staff who have received appropriate training will provide intimate care.

Training will cover:

- This policy and associated procedures
- Child protection and safeguarding
- Health and safety, including manual handling and infection control
- Dignity, respect and communication
- Specific medical or care procedures as required
- Staff will receive ongoing support and opportunities to discuss concerns confidentially with the Principal or Special Educational Needs Coordinator.

Communication with Parents/Guardians

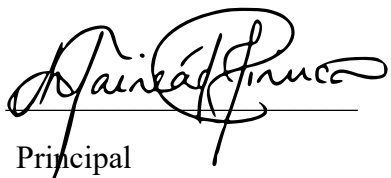
The school will maintain open communication with parents/guardians regarding intimate care arrangements. Parents will be informed of any concerns, changes, or incidents promptly and sensitively.

Policy Review

This policy will be reviewed every two years or sooner if required by changes in legislation, school circumstances, or following any incident.

Policy adopted by the Board of Management on 23rd June 2026

Signed: 
Chairperson, Board of Management

Signed : 
Principal

Date: 23/06/2026

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