



# Intimate Care Policy

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Our school seeks to  
Promote Spiritual and Human Development  
Achieve Quality in Teaching and Learning

# INTIMATE CARE POLICY

Reviewed	Ratified by the Board of Management	Review Date
	26/01/2026	2028

## 1. Introduction

Our Lady's Secondary School is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Our Lady's Secondary School shall uphold, and be accountable to the patron for upholding the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

As a CEIST school, Our Lady's Secondary School values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- *Promoting Spiritual and Human Development*
- *Achieving Quality in Teaching and Learning*
- *Showing Respect for Every Person*
- *Creating Community*
- *Being Just and Responsible*

In Our Lady's Secondary School, the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

## 2. Mission Statement

Our Lady's is a Catholic co-educational secondary school committed to embracing Gospel values. As a school community we nurture the moral, spiritual, social and academic development of each student. We are dedicated to the pursuit of academic excellence and to quality in teaching and learning. Through the academic, pastoral care and extra-curricular programmes we strive to create a love of learning, enhance student wellbeing and build resilience. We foster a culture of respect for all and we support our students in becoming independent and successful learners.

The school adopts a student-centred approach which nurtures the talents and potential of all, in a positive, safe and inclusive environment. Students are inspired to become just and responsible citizens who will care for and protect the environment.

Our hope is that this mission will be fulfilled in a spirit of partnership with students, staff, parents/guardians and the wider community.

*The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility*

## **Rationale**

This policy was developed following staff consultation regarding the need for clear direction in relation to their interventions with students with intimate care needs who attend our school. Intimate care is a key area of a person's self-image and respect, and as such it is vital that it is practised in a sensitive manner. It is essential that the needs and rights of students and staff are protected and that the highest standards of best practice are always ensured in the area of intimate personal assistance.

This policy gives direction to staff regarding supporting students in their intimate care needs, in a way which promotes the dignity and privacy of the student while also protecting the integrity of the staff involved. This policy reflects our existing policies, Child Safeguarding statement, Health and Safety, Code of Positive Behaviour, Bi Cinnealta, Anti Bullying & Special Needs Policy

## **Definition of Intimate Care**

Intimate care is defined as "care tasks associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the sexual parts of the body", In addition to this, intimate care may also include tasks such as help with feeding, oral care & hair care.

## **Scope of this Policy**

This policy applies to all staff involved in supporting students attending Our Lady's Secondary School with regard to their intimate care needs

## **Practices and Procedures**

All staff members and parents/guardians are aware of the school's Child Safeguarding Statement along with the Child Protection Procedures for Post-Primary Schools published by the Department of Education and Skills.

Student's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. All staff responsible for the intimate care of students will undertake their duties in a professional manner and strictly adhere to school policies at all times.

Management and staff recognise that there is a need to treat all students with respect when intimate care is given. Staff will adapt their practice in relation to the needs of individual students.

Management and Staff in conjunction with Parents/Guardians and relevant student will agree an intimate care plan in line with school policy.

### ***1. Delivering Intimate Care***

An intimate care plan will be drawn up for students who have significant support needs with regards to intimate care. The AS/AEN Coordinator will be the coordinator for the development of this plan. The intimate care plan will be drawn up by a team of people including the student, the staff working with the student and parents/carers and external professionals. This plan will be circulated to the relevant staff prior to implementation. The plan will identify

- Intimate Care tasks required by the student
- Supports needed to carry out each task
- Resources required to carry out each task
- Risk management in relation to each task

Staff training, if required to implement the intimate care plan will be planned and delivered as part of the plan.

In case of a student requiring manual handling as part of meeting their intimate care needs, the manual handling procedure should be defined in the student's file. The intimate care plan should indicate that the student's manual handling guidelines be followed with regard to the specific lift/transfer.

The intimate care plan will detail with procedures which maximise the dignity and privacy of the student.

To ensure the intimate care plan is effective and working regular review will take place with all stakeholders

### ***2. Maintaining the dignity and privacy of a student***

- Relevant staff members should be familiar with the student's particular needs and preferences as outlined in their intimate care plan.

- Intimate care should be undertaken in an environment where the student's privacy can be maintained; i.e. only those who are involved in helping with the care task should be present in the room.
- Persons on placement and personnel from outside agencies unless identified in the intimate care plan should NOT be involved in supporting students intimate care needs.
- The student's intimate care needs should only be discussed in a private setting where confidentiality can be maintained.
- Before commencing an intimate care task, the relevant staff member should explain to the student, using an appropriate method of communication, what they are about to do and how they will do it.
- Physical contact during intimate care assistance should be affirmative and supportive.
- Staff will check in advance that suitable facilities exist for intimate care procedures when on outings.

### ***3. Ensuring the safety of the student and staff members***

- The environment should support the implementation of the student's Intimate Care Plan in a safe and dignified way.
- Staff members should ensure that they are fully trained in any specific procedures which need to be undertaken in the delivery of intimate care for an individual.
- Staff members should use protective clothing such as disposable gloves and aprons, as appropriate, when carrying out intimate care tasks.

### ***4. Maintaining the integrity of the staff member***

- Staff members who are required to provide intimate care support to students attending Our Lady's Secondary School should ensure they are familiar with, and comply with, this policy.
- Staff members who are required to provide intimate care should ensure they seek the appropriate advice/training prior to supporting a student in relation to intimate care needs.
- Staff members who are required to provide intimate care should ensure they fully understand the delicacy of the situation and the potential for misinterpretation.
- Staff members who are required to provide intimate care should ensure they seek the opportunity to advance their skills and expertise in the area.
- In a situation where lack of resources results in intimate care being delivered in a way which contravenes a student's intimate care plan, the staff member concerned should inform the AEN/AS Coordinator at the first opportunity and keep a written record of same in the student's file.

- As a reasonable precaution and in keeping with best practice, a staff member will, where possible, make their intention and purpose known to another staff member, before commencing an intimate care task.

In a situation where an issue of concern arises while carrying out an intimate care task, the staff member should report this concern immediately to the AEN/AS Co-ordinator . A written record of same must be kept on the student's file.

## **5 Reporting**

If during the provision of intimate care assistance, the student has a reaction without apparent cause, or a concern emerges from the provision of this intimate care, the staff member involved with report to the co-ordinating Teacher. The Coordinating teacher will review the plan, link with parent/guardian/relevant staff and make appropriate changes as necessary. A record of this communication will be kept in the Student File.

All staff are bound by Child Protection Procedures and should concerns around child protection should be directed to the Designated Liaison Person.

**Appendix 1**

**INTIMATE CARE PLAN**

Name of Student	
Date of Birth	
Year/Class Grp	
Parents/Guardians	
Relevant Staff	
Relevant Staff Member	

<b>Tasks</b>	<b>Requires Intimate Care intervention from staff</b>	<b>Student can perform with Supervision/minimal assistance from staff</b>
Toileting		
Menstruation		
Hand Washing		
Dressing & undressing for PE; etc.		
Administering Medicines (incl skin creams)		
Supported Eating (incl tube feeding)		

<b>Facilities/Equipment Required</b>	<b>Yes/No</b>	<b>Comments</b>
Locker for supplies		
Grab Rail		
Disposable unit/bin		
Emergency alarm		
Hoist		

<b>Supplies</b>	<b>Family Provided</b>	<b>School Provided</b>
Nappies/Pads		
Wipes		
Spare clothes		
Antiseptic Cleaner		

<b>Staff Members</b>	<b>Details of Training Required</b>	<b>Training Given (Date)</b>

<b>Additional Comments</b>

**PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE**

I/We give permission for \_\_\_\_\_ to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (e.g. if medication is changed or my child has an infection).

I//We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

1. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

2. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**Appendix 2**

**RECORD OF INTIMATE CARE INTERVENTION**

Name of Student \_\_\_\_\_

Year/Class Group \_\_\_\_\_

Name(s) of staff involved \_\_\_\_\_

<b>Date</b>	<b>Time</b>	<b>Procedure</b>	<b>Staff Member</b>	<b>Comments</b>