



St. Paul's SNS Intimate Care Policy

Signed: A. Conly Principal
Signed: Rev. John Cohen Chairperson of BoM
Date: 10/2/26

1. Introduction

This policy represents the agreed principals for intimate care throughout the school. The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children.
- To ensure children are treated with sensitivity, respect and in such a way that their experience of intimate care is a positive one.
- To safeguard adults required to operate in sensitive situations.
- To raise awareness and provide a clear procedure or intimate care.

2. What is Intimate Care?

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents. In school, this may occur on a regular basis or on a one-off incident. Intimate care is any care which involves one of the following:

- Assisting a child to change his/her clothes
- Assisting with toileting issues
- Providing first aid assistance
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.
- Supervising a child involved in intimate self-care.

3. Principals of Intimate Care

- Every child has a right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities

4. Role of Parents / Guardians

Parents/Guardians should attend a meeting after enrolment and before the child starts school to discuss the specific care needs of the child and how the school will meet them.

A written Intimate Care Plan will be developed in consultation with parents/guardians and, where appropriate, the child. This plan will be signed by all parties and reviewed at least annually or sooner if needs change.

Parents/Guardians should supply the school with the resources required to carry out the toileting or other care needs, which may include, but not be limited to:

- Nappies
- Wipes
- Creams
- Nappy sacks
- Spare underwear
- Spare clothes

5. Role of Staff

Where possible arrangements for intimate care should be informed by parents' and pupils' experiences of how this process can be made comfortable and appropriate for the child. The provision of intimate care will be recorded in the student's Intimate Care Plan (ICP) to ensure clarity of expectations, roles and responsibilities. Some procedures may require two members of staff for health and safety reasons, for example manual handling. This should be clearly stated in the student's individual plan.

All staff at St. Paul's SNS are Garda vetted. Staff should receive training in good practices which comply with Health and Safety regulations such as dealing with body fluids, wearing protective clothing, manual handling and child protection. Staff should also receive training in intimate care and for very specific intimate care procedures where relevant. It is not appropriate for students (teaching or work experience) or volunteers to carry out intimate care procedures.

There should be sufficient space, heating and ventilation to ensure the safety and comfort of pupils receiving intimate care. There should be hot and cold running water available in all facilities. Hand hygiene should be carried out in accordance with national guidelines. Items of protective clothing such as disposable gloves and aprons should be provided to staff.

All intimate care procedures will be carried out in accordance with the school's Child Safeguarding Statement and national child protection guidelines. If a member of staff observes marks, injuries or behaviours that cause concern, or if a child makes a disclosure during intimate care, the Designated Liaison Person will be informed immediately and procedures followed in line with statutory guidance.

6. Grievance Procedure

Issues of concern should be made known to the principal who will follow the standard procedure for dealing with a complaint or concern.

7. Policy Review

This policy will be reviewed:

- Bi-annually by the Board of Management
- As needed to reflect legislative or organisational changes