



*St. Brigid's B.N.S.*  
*Howth Road, Killester, Dublin 5, D05A386*  
*Phone 01 8336149*  
*Roll Number: [19308J](#)*



## **Intimate Care Policy**

### **Definition of Intimate Care**

Intimate care refers to all aspects of support to a pupil, whether by direct or indirect contact, which are associated with bodily functions, body products and personal hygiene involving intimate parts of the body. Direct contact involves physical contact between the pupil and staff members. It may involve touching of both intimate and non-intimate body parts. Intimate care includes but is not limited to; dressing and undressing (underwear), support with using the toilet, changing of continence pads and/or washing intimate body parts. Indirect contact involves the supervision, observation and prompting of the pupil to complete personal and intimate care tasks.

### **Objective**

The objective of this policy is to give direction to staff with regard to supporting children in their intimate care needs in a way which promotes the dignity and privacy of the child, while also protecting the integrity of the staff involved.

Intimate care is a key area of a person's self-image and as such it is vital that it is practised in a sensitive manner. It is essential that the needs and rights of pupils and staff are protected and that the highest standards of best practice are ensured at all times in the area of intimate personal assistance.

The level of assistance required will reflect the needs of each individual pupil at any given time.

### **It is school policy that:**

The personnel involved in intimate care needs of pupils are usually SNAs but teachers may also be involved.

There should be two staff members present. In an emergency situation, the teacher/SNA may have to act alone.

Additional support will be provided in a special class setting by mainstream SNAs as required.

Substitute SNAs are not generally involved in intimate care but if unavoidable the change in personnel will be discussed with the pupil, if appropriate.

### **Children with Specific Toileting/Intimate Care Needs:**

- In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened with parents, at the earliest opportunity.
- Parents/Guardians, Teacher and if appropriate, the pupil, will attend.
- The specific care needs of the child, and how the school can best meet those, will be clarified.
- Personnel involved in this care will be identified and an Intimate Care Plan (**Appendix 1- Intimate Care Plan**) will be developed, agreed and signed by relevant parties.
- A copy of this plan will be kept in the pupil's file.

- Provision for occasions when staff members are absent will be outlined. Substitute SNA's will not generally be involved in intimate care, but at times this may be necessary. 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. In an emergency situation, the teacher/SNA may have to act alone.
- As far as possible the pupil will be involved in identification of his personal requirements, wishes, changes etc.
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.
- Staff will wear protective gloves.
- Any changes deemed necessary to the Intimate Care Plan will be discussed with parents/guardians and pupil, as appropriate and noted in writing to the pupil's file.

#### **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 fresh clothing to clean and change themselves.
- If staff are needed to assist the pupil, two members of staff will be present, in so far as possible.
- Parents will be notified of toileting accidents by the class teacher.

**Ratified by the Board of Management of St. Brigid's B.N.S. on 30<sup>th</sup> November 2022.**

**Signed by Chairperson of BOM: Seán Moran**

**Date: 30<sup>th</sup> November 2022**



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**Appendix 1**

**INTIMATE CARE / TOILETING PLAN**

<b>Child's Name</b>	
<b>Date of Birth</b>	
<b>Child's Class</b>	
<b>Relevant Staff</b>	

<b>Specific Care Needs</b>	
Nature of Care Needs	
Child's Current Level of Ability	
Skills which need to be taught:	Sequence & procedures for teaching new skills
<b>Procedures for Care</b>	
Times and frequency each day when care is required	
Staff to be involved in this care	
Provisions for when named staff members are absent	
Equipment required for this care	
Procedures for using this equipment	
Additional materials / resources needed	
Procedures for storing and disposing of materials. Please note parents/guardians are responsible for providing the school with necessary materials	
Language familiar to the child when providing this care (Visual cues may also be used):	<u>Naming body parts:</u> Penis – Bottom – <u>Naming bodily functions:</u> Urination – Bowel movement –
Cultural / religious sensitivities (if any)	

<b>Date of Intimate care meeting:</b>		<b>Date intimate care plan finalised</b>	
<b>Review Date:</b>			

<b>Individuals involved in this plan</b>	<b>Name - printed</b>	<b>Signature</b>
Parent / Guardian 1		
Parent / Guardian 2		
Class Teacher		
SNA 1		
SNA 2		
SET		
Other Relevant Personnel		
Principal		
Therapists		