

# Intimate Care Policy

## Our school Mission Statement

St. Aidan's C.B.S. promotes the Edmund Rice Charter through nurturing *faith*, promoting *partnership*, excelling in *teaching*, creating *community* and inspiring *leadership*.



### Our school

St. Aidan's C.B.S. is a voluntary secondary school for boys. Located in north Dublin, we currently have an enrolment of over 700 students.

### Introduction

The policy aims to give clear direction with regard to the interaction of our relevant staff with students who require intimate care. It is essential that the needs and rights of students and staff are protected, and that the highest standards of best practise are ensured at all times in the area of intimate personal assistance. The level of assistance required will reflect the needs of each individual student at any given time and it should always be dealt with in a sensitive manner.

### Definition of Intimate Care

Intimate care refers to all aspects of support to a student, 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 student and the staff member. It may involve touching of both intimate and non-intimate body parts.

Indirect contact involves the supervision, observation and prompting of the student to complete personal and intimate care tasks.

Intimate care includes; dressing and undressing (Physical Education lessons), support with using the toilet and changing of continence pads.

### **Aim of Policy**

The aim of this policy is to give direction to staff with regard to 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.

### **Guidelines for Good Practice**

- In all situations where a student needs assistance with toileting /intimate care, a meeting will be convened, after enrolment and before the child starts school with a view to drawing up an Intimate Care Plan.
- This meeting will be attended by the Parents or Guardians and if appropriate the student, Special Educational Needs (SEN) teacher(s), Special Needs Assistant(s) (SNA), the Principal/Deputy Principal and other relevant staff (e.g. Tutor/Year Head) or professionals involved in the student's care (e.g. Occupational Therapist).
- The specific needs of the student and how the school can best meet those needs should be clarified.
- The staff to be involved in this care will be identified.
- As far as possible the student will be involved in the identification of his/her personal wishes or requirements.
- Additional items of clothing and sanitary wear will be provided by parents/guardians as necessary.
- A written copy of what has been agreed will be made, signed by the parties involved and retained in the Student Support file.
- Where a student requires manual handling (lift/transfer) as part of their intimate care needs, manual handling procedures will be outlined in the intimate care plan. Staff will be trained in the use of lifting/transfer equipment in consultation with the students care givers e.g. Occupational Therapist.

- The student's intimate care plan will be reviewed at the beginning of each academic year or as needs arise during the year e.g. where there is a change in the student's mobility.
- Parents/Guardians are responsible for keeping the school up to date with any changes to the student's intimate care requirements.

## **Procedures**

- Two members of staff should be present when dealing with intimate care/toileting needs. It will not be necessary for two people to administer intimate care, the door is to be left slightly ajar with the second person remaining outside the door.
- Temporary staff and persons in the school on work placements should not be involved in dealing with intimate care needs.
- Any change of personnel will be discussed with the parents/guardians and student.
- Provision will be made for occasions when the particular staff involved are absent.
- Staff members will be trained in any specific procedures which need to be undertaken in the delivery of intimate care for an individual student.
- Appropriate protective gear will be provided (e.g. gloves, aprons etc.)
- Student's intimate care needs will be discussed in private where confidentiality can be maintained.
- In order to promote independence, the student will be facilitated in performing as much of his/her own intimate care needs as he/she is physically able to do.
- Before commencing an intimate care task, the staff member will explain to the student, using an appropriate method of communication, what they are about to do and how they will do it.
- Staff will check in advance that suitable facilities exist for intimate care procedures when on school outings.

- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.

Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

A locked cupboard will be available for changing equipment and personal items. A special room has been designated as the First Aid/Changing room.

### **Child Protection**

In a situation where an issue of concern arises while carrying out an intimate care task, the staff member will report this concern immediately to the Designated Liaison Person (DLP).

### **Appendix to SEN Policy and relationship with other school policies**

This policy is part of the SEN Policy but it operates in conjunction with all other school policies, including:

- Child Protection Policy
- Health and Safety Policy

### **Implementation**

The Principal, Deputy Principal with responsibility for SEN, SEN Teachers, SNAs and other relevant staff members will be responsible for implementation of this policy.

Staff members who are required to provide intimate care support to students should:

- Ensure that they are familiar with and comply with the individual student's Intimate Care Plan.
- Report any concerns, which may arise when carrying out intimate care duties, immediately to the DLP.
- Use protective clothing such as disposable gloves and aprons as appropriate when carrying out intimate care tasks.

**Review and Adoption**

This policy shall be reviewed in accordance to the Guidelines from the Department of Education and Skills and the National Council for Special Education (NCSE).

This policy was adopted by the Board of Management on 08/02/2021.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Principal

Signed: \_\_\_\_\_

Date \_\_\_\_\_