

St Aidan's CBS

Intimate Care Policy

(Appendix to SEN 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 CBS is a voluntary secondary school for boys. We are located in north Dublin and we currently have an enrolment of over 700 students. Our school is a Catholic school operating under the patronage of the Edmund Rice Schools Trust (E.R.S.T.). The characteristic spirit of our school is based on the vision and values of the E.R.S.T. Charter as outlined above in our mission statement. This is reflected in the operations of our school and in our school policies.

Introduction

This policy aims to give clear direction with regard to staff's interaction with students who require intimate care. Intimate care is a key area of a person's self-image and 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 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.

Definition of Intimate Care

Intimate care can be defined as any activity required to meet the personal care needs of each individual student. This can take the form of both direct and indirect contact between the student and the staff member. Direct contact involves physical contact between the student and the staff member while indirect contact involves the supervision, observation and prompting of the student to complete personal and intimate care tasks.

Intimate care can include: feeding, washing, dressing/undressing, toileting and supervision of a student involved in intimate care.

Aims

The aims of this policy are:

- To give direction to staff with regard to supporting students in their intimate care needs while ensuring the dignity and privacy of the student.
- To protect the integrity of the staff involved.

Guidelines for Good Practice

Child Protection Policy 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/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 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' caregivers 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

- We will always be guided by the direction of the medical professionals who work with the student, and we will adhere to their guidance and recommendations.
- Unless otherwise directed by the medical recommendations, 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 work placement staff should not be involved in dealing with intimate care needs.
- Any change of personnel will be discussed with the parents/guardians and student(s).
- 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.). A 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 own intimate care needs as he 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 disabled toilet 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:

- Health and Safety Policy
- Child Protection 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 with the Guidelines from the Department of Education and Skills and the National Council for Special Education (NCSE).

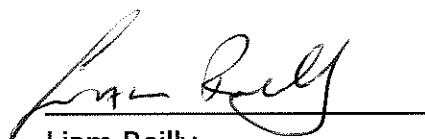
Ratification

This policy was ratified by the Board of Management on 13th May 2026

Signed:



Thomas J Byrne
Chairperson of the Board



Liam Reilly
Principal