



Intimate Care Policy

2026-27

Mission Statement of Mount Seskin Community College

Our mission is to provide an inclusive learning environment which promotes academic excellence, built on the personal, social and spiritual development of all.

We endeavour to develop confident, creative life-long learners in an atmosphere of equality, justice and respect.

Our school is a co-educational designated post-primary school with a rich history, following its' establishment in September 1986. Pupils enjoy a broad curriculum offer at Junior Cycle and we are proud to have two groups this year enjoying our popular Transition Year curriculum offer. From Fifth Year, we support pupils to achieve across a trio of programmes including the Leaving Certificate programme, the LCW programme and the LCA (applied) programme.

We work in partnership with the Junior Cert Schools Programme, Access to College Education (ACE) Programme alongside other local partners to enhance our pupils' school experience and preparation for success in third level education.

Mount Seskin Community College is part of Dublin and Dún Laoghaire Education and Training Board. The DDLETB core values of **care**, **community**, **respect** and **equality** and **excellence** run throughout school life.

Definition of Intimate Care

Intimate care can be defined as any care which involves washing or carrying out a procedure to intimate personal areas. Examples include

- supervision of students while they are dressing or undressing
- help with dressing or undressing
- helping to use the toilet
- changing nappies
- care associated with continence and menstrual management
- help with washing
- any other procedure that requires direct or indirect contact with an intimate area of a student

Roles and responsibilities

Board of Management:

The Board of Management will ensure that this policy is cognisant of the Child Safeguarding Statement. The Board is committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. The Board of Management acknowledges that these adults are in a position of great trust.

Principal:

It is the responsibility of the Principal to safeguard and promote the safety and welfare of all MSCC students. The Principal will ensure appropriate accommodation is provided for students who require intimate care. Appropriate training will be facilitated by the Principal for staff involved in providing intimate care. The Principal is the Designated Liaison person in the event of any reports received relating to Child Protection.

Inclusion Lead:

The Inclusion Lead coordinates meetings with parents/guardians/carers and other relevant professionals to discuss the intimate care needs of each student and to devise a care plan. The Inclusion Lead ensures all SNAs supporting implement and update the relevant Care Plan taking account of training, meetings with professionals, parent/guardian wishes and the need of the individual child. Inclusion Lead ensures plans are updated annually or sooner if there is a change in care required.

Supporting staff:

All staff involved in supporting children with intimate care needs will work in close partnership with parents/guardians/carers and other professionals to share information and provide continuity of care. Information on intimate care of individual students will be treated as confidential.

Staff who undertake intimate care follow appropriate school protocol in terms of health and safety and hygiene. The school management provides the necessary equipment to ensure same, for example disposable aprons, gloves and a hoist where required. All staff providing intimate care are expected to adhere to 'best practice' as outlined in this policy.

Parents/Guardians/Carers

It is expected that parents/guardians/carers will notify the school, on enrolment, of any toileting needs and more specifically intimate care needs as defined above. It is the responsibility of Parents/Guardians/Carers supply the school with resources to carry out toileting and intimate care needs of their child.

Intimate Care guidelines:

In order to ensure the dignity of the student and to ensure safeguarding measures are implemented, the following procedures are to be used to promote best practice when providing intimate care:

Devising a Care Plan

- Students who require regular assistance with intimate care have written Care Plans or Health Care Plans agreed by staff, parents/carers and any other professionals actively involved
- Ideally the plan is agreed at a meeting at which all key staff and the student are present (where possible/appropriate)
- Any historical concerns (such as past abuse) should be taken into account.

- Other items to be included in the care plan are:
 - Specific Care Need
 - Number of staff required to meet the needs of the student which may be gender specific based on child's specific AEN
 - Identification of the staff members involved
 - Additional equipment required
 - Child's preferred means of communication to include agreed terminology for body parts and bodily functions
 - Cultural and/or religious sensitivities
- The plan is reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for educational visits/day trips, residential trips or staff changes (where the staff member concerned is providing intimate care)
- Depending on the nature of the support, there may be two adults present in accordance with the designated care plan, with due regard to the child's privacy and dignity
- Gender of support adult and student gender is always considered
- All students will be supported to achieve the highest level of autonomy that is possible given their age and abilities.

Emergency support

Where a care plan is not in place, parents/guardians/carers will be informed the same day by the Year Head or Inclusion Co-ordinator if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself)

Accurate records are kept when a child requires assistance with intimate care, including date, times, staff present and actions, parent communication and any comments such as changes in the child's behaviour or wider circumstances. These are kept on the child's file.

Intimate care related to medical procedures

Students who have specific additional medical needs may require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters, or colostomy bags.

These procedures will be discussed with parents/guardians/carers, documented in the health care plan and will only be carried out by staff who have been trained to do so.

All staff follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.

Any members of staff who administer first aid are appropriately trained.

Specific training for particular medical interventions is provided for SNAs and relevant staff according to the individual medical intervention required for example, peg feeding tubes or specific epilepsy conditions

Child Protection Guidelines

We acknowledge that students with additional needs are particularly vulnerable in relation to Child Protection. Our school Child Protection procedures will be strictly adhered to as part of all care for these students.



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Ratified by MSCC's Board of management 28/5/2026