



LORETO SECONDARY SCHOOL, ST MICHAEL'S
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Intimate Care Policy

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Defined Terms

This section provides a description of the defined terms used in this Policy. These will be capitalised throughout the document.

Daily Log	A record used by Additional Educational Needs (AEN) staff to document and share relevant information about a student's learning, wellbeing, intimate care requirements and support needs to ensure consistent and appropriate support by all relevant staff.
Designated Staff	Members of the AEN Department, Special Needs Assistants (SNAs), or other staff members who have been assigned and authorised to provide Intimate Care and support to students who require such assistance.
Intimate Care	Refers to any care task involving personal care or assistance with dressing, toileting, washing, menstrual care, feeding, medical support or supervision of self-care.
Intimate Care Plan	Refers to the individualised written plan developed collaboratively between the School, Parent(s)/ Guardian(s), student and relevant professionals outlining the supports required.
Parent/ Guardian	Refers to the student's Parent(s), legal Guardian(s) or primary carer(s).
the School	Refers to Loreto Secondary School, St Michael's.
School Day	Refers to a day on which the School is in operation.

Abbreviated Terms

AEN	Additional Educational Needs
BOM	Board of Management of Loreto Secondary School, St Michael's
DEY	Department of Education and Youth
DLP / DDLP	Designated Liaison Person and Deputy Designated Liaison Person for Child Protection
PPE	Personal Protective Equipment

1. Preamble

The School is committed to providing a safe, inclusive and respectful learning environment where all students are treated with dignity and care. The School recognises that some students may require assistance with Intimate Care during the School Day due to medical, physical, sensory, emotional or additional educational needs.

The School acknowledges that Intimate Care is a sensitive area of support and that students receiving assistance may feel vulnerable. Therefore, all Intimate Care practices must be carried out in a manner that safeguards the dignity, privacy, wellbeing and rights of students while also protecting Designated Staff involved in providing such care.

This Policy has been developed in accordance with:

- Children First: National Guidance for the Protection and Welfare of Children
- Child Protection Procedures for Primary and Post-Primary Schools 2023 (updated May 2025)
- Safety, Health and Welfare at Work Act 2005
- Department of Education circulars and guidance relating to pupils additional care and support needs
- The School's Child Safeguarding Statement

2. Purpose of the Policy

The purpose of this Policy is to ensure that students who require Intimate Care receive appropriate, respectful and safe support while in School, while upholding the dignity, privacy and wellbeing of all students. The Policy aims to support students in developing independence and self-care skills wherever possible and to safeguard both students and Designated Staff involved in Intimate Care practices. It also seeks to provide clear guidance for Designated Staff in relation to Intimate Care procedures and responsibilities, to ensure consistency of practice throughout the School and to promote effective communication and partnership between the School, home and relevant external agencies.

3. Scope of the Policy

This Policy applies to all staff members employed by the School and to students who require Intimate Care support during the School Day or while participating in School activities. The Policy also applies to all School-related activities, including School trips, extracurricular activities and off-site events where the provision of Intimate Care support may be required.

3.1 Examples of Intimate Care covered

Intimate Care may include, but is not limited to:

- Toileting support;
- Continence care;
- Menstrual care;
- Dressing and undressing;
- Washing and hygiene support;
- Feeding and oral care;
- Administration of medication;
- Catheter or stoma care;
- Mobility and transfer assistance;
- Support with medical or physical care needs; and
- Supervision or prompting during self-care routines.

3.2 Linked Policies

This Policy should be read in conjunction with the following School policies:

- Child Safeguarding Statement and Risk Assessment
- Child Protection Procedures
- Additional Educational Needs (AEN) Policy
- Health and Safety Policy
- SPHE/ RSE Policy
- Data Protection Policy

Copies of these policies are available on the School website and may also be obtained from the School office upon request.

4. Policy Statement and Objectives

The School is committed to providing a safe, inclusive and supportive environment in which the dignity, wellbeing and individual needs of every student are respected and upheld. In keeping with the Loreto ethos and the School's commitment to respect, compassion, inclusion and care, the School recognises the importance of ensuring that students who require Intimate Care are supported in a sensitive, professional and student-centred manner.

The School acknowledges that Intimate Care is a highly personal and private matter and is committed to ensuring that such care is delivered in a way that safeguards students, respects their privacy and promotes their independence and wellbeing. The School is equally committed to supporting Designated Staff through appropriate procedures, training and safeguarding measures.

In implementing this Policy, the School will:

- Ensure that Intimate Care practices are carried out safely and in accordance with safeguarding requirements;
- Maintain appropriate confidentiality and record-keeping arrangements;
- Support effective communication between the School, Parents/ Guardians and relevant external professionals;
- Provide Designated Staff with appropriate training and guidance; and
- Apply procedures consistently and in line with best practice.

The objectives of this Policy are:

1. To establish clear procedures for the provision of Intimate Care in the School;
2. To clarify the roles and responsibilities of all staff in relation to Intimate Care arrangements within the School;
3. To ensure a consistent and student-centred approach to Intimate Care practices;
4. To support effective communication and partnership between the School, Parents/ Guardians and relevant external agencies; and
5. To support best practice in safeguarding and inclusive education.

5. Guiding Principles of Intimate Care

In keeping with the Loreto ethos, which values respect, inclusion and the holistic development of every individual, all Intimate Care practices in the School will be guided by the principles of safeguarding, privacy, respect, inclusion and the promotion of student wellbeing and independence.

Every student has the right to:

- feel safe and protected;
- privacy during Intimate Care procedures;
- be treated with respect, sensitivity and consideration for their individual needs;
- be listened to and consulted, where appropriate;
- receive consistent and appropriate levels of care and support;
- have their cultural, religious and personal preferences respected wherever possible; and
- be encouraged and supported to develop independence and self-care skills to the greatest extent possible.

6. Roles and Responsibilities

The effective implementation of this Policy relies on a collaborative approach involving School management, staff, Parents/ Guardians, students and, where appropriate, external professionals. Clear communication, shared understanding and appropriate planning are essential to ensuring that students with Intimate Care needs receive safe, consistent and respectful support. The following sections outline the respective roles and responsibilities of those involved in the implementation of this Policy.

6.1 Board of Management (BOM)

The BOM is responsible for ensuring that the School has an appropriate Intimate Care Policy in place and that the Policy is reviewed regularly in line with legislative requirements, safeguarding obligations and best practice guidelines. The BOM is also responsible for ensuring that appropriate resources, facilities and staffing arrangements are available to support the safe and dignified delivery of Intimate Care within the School.

6.2 Principal and Senior Management Team

The Principal and Senior Management Team, including the Designated Liaison Person (DLP) and Deputy Designated Liaison Person (DDL), are responsible for overseeing the implementation and monitoring of this Policy throughout the School. This includes ensuring that staff receive appropriate training, that safeguarding procedures are followed at all times, and that suitable facilities and resources are available. Senior Management is also responsible for ensuring that Intimate Care Plans are developed, implemented and reviewed annually or as required, supporting staff involved in Intimate Care practices, and responding appropriately to any concerns, incidents, disclosures or complaints arising in relation to Intimate Care in accordance with the School's Child Safeguarding Statement and child protection procedures.

6.3 AEN Department

The AEN Department is responsible for coordinating the planning, implementation and review of Intimate Care arrangements within the School. This includes developing and reviewing Intimate Care Plans (see Section 7) in consultation with Parents/ Guardians, the student (where appropriate), Designated Staff and external professionals.

The AEN Department acts as the primary point of contact for Parents/ Guardians and relevant external agencies in relation to Intimate Care arrangements. The AEN Department is responsible for communicating relevant information to staff on a need-to-know basis, maintaining confidential records relating to students

who receive Intimate Care support and ensuring that records of Intimate Care provided are retained in accordance with School procedures.

The AEN Department supports and advises Designated Staff in implementing agreed Intimate Care procedures, monitors the effectiveness of the supports provided to students, and coordinates any necessary review of arrangements. Members of the AEN Department may also act as Designated Staff where appropriate.

6.4 Designated Staff

Designated Staff are the staff members identified to provide direct Intimate Care support to a student in accordance with the student's agreed Intimate Care Plan (see Section 7).

Designated Staff must carry out Intimate Care procedures in accordance with the student's Intimate Care Plan and all relevant safeguarding, health and safety, and hygiene procedures. They are expected to provide support in a respectful, professional and student-centred manner, maintain appropriate professional boundaries, use protective equipment where required, and complete any records associated with the provision of Intimate Care.

Any concerns relating to a student's welfare, wellbeing or safeguarding must be reported immediately to the DLP/DDLP in accordance with the School's Child Safeguarding procedures.

6.5 Teaching Staff

Teaching staff are responsible for supporting the inclusion, wellbeing and dignity of students requiring Intimate Care support within the School environment. Teachers may liaise with the AEN Department and Designated Staff where appropriate in order to facilitate student participation, access to learning and continuity of support. Teaching staff are also responsible for maintaining confidentiality and respecting the privacy of students receiving Intimate Care support at all times.

6.6 Parents/ Guardians

Parents/ Guardians are responsible for informing the School of the student's Intimate Care needs and for providing accurate, up-to-date medical and care information relevant to the student's support requirements. Parents/ Guardians are expected to participate in the development and review of the student's Intimate Care Plan (see Section 7), provide any necessary supplies or specialist equipment agreed with the School, and inform the School promptly of any changes in the student's Intimate Care needs.

6.7 Students

Students receiving Intimate Care support will, where appropriate and in accordance with their age, developmental level and capacity, be encouraged to participate in decisions relating to their care. Students should be supported to develop independence and self-care skills wherever possible and encouraged to communicate their preferences, concerns or wishes in relation to the support provided. Students are encouraged to work collaboratively with the AEN Department and Designated Staff to support the effective delivery of their care and to promote their dignity, wellbeing and independence.

7. Procedures and Implementation

The purpose of these procedures is to ensure that Intimate Care is provided in a safe, respectful, consistent and dignified manner that promotes the wellbeing and independence of the student. All Intimate Care practices will be carried out in accordance with the principles of safeguarding, privacy, health and safety, and respect

for the student's dignity and personal rights. The following sections outline the procedures and arrangements relating to the implementation of Intimate Care supports within the School.

7.1 Intimate Care Planning

Where a student requires Intimate Care support, a meeting will be arranged involving Parents/ Guardians, the AEN Department, Designated Staff and, where appropriate, the student. The purpose of this meeting is to discuss the student's individual care needs and agree appropriate supports and procedures.

An individual Intimate Care Plan (see Appendix 1) will be developed for each student requiring Intimate Care support. The Intimate Care Plan will outline the student's specific care needs, Designated Staff involved in supporting the student, any equipment or resources required, agreed communication methods, manual handling requirements where applicable, emergency procedures, and arrangements relating to confidentiality and record keeping.

The Intimate Care Plan will be reviewed annually or earlier where there is a change in the student's needs, medical condition or level of independence.

7.2 Staffing Arrangements

Intimate Care support will only be provided by appropriately trained and Designated Staff. Where practicable, and having regard to the student's dignity, privacy and needs, two Designated Staff should be available during Intimate Care procedures. Where this is not practicable, Intimate Care may be provided by a single Designated Staff member in accordance with the student's Intimate Care Plan and safeguarding procedures. The School will endeavour to ensure continuity and consistency of care for students requiring Intimate Care support.

PME students, substitute staff or temporary personnel will not undertake Intimate Care duties unless specifically authorised by senior management and appropriately supervised. Provision will also be made, where practicable, to ensure continuity of support during staff absences.

7.3 Hygiene and Safety

The School will make reasonable and appropriate arrangements to support the safe and effective delivery of Intimate Care, taking account of the student's identified needs, available facilities and relevant health and safety requirements. Appropriate hygiene supplies, personal protective equipment (PPE) and disposal arrangements will be provided where required.

Designated Staff will use appropriate PPE, including gloves and aprons where necessary, and adhere to relevant infection prevention, hygiene and health and safety procedures.

Cleaning and waste disposal will be carried out in accordance with School procedures and applicable public health guidance. Where manual handling is required, appropriate risk assessments, training and safe handling practices will be implemented.

7.4 Record Keeping

Records will be maintained in relation to Intimate Care support. An Intimate Care Record (see Appendix 2) will be completed by Designated Staff, where appropriate, in accordance with the student's Intimate Care Plan. This record may include details of Intimate Care support provided, accidents or incidents, changes in care needs, or any concerns arising during the provision of care.

The Intimate Care Record will be maintained within the student's Daily Log. The Daily Log may be shared with Designated Staff responsible for the teaching, supervision or support of the student in order to ensure

consistency of support, effective communication and the safe implementation of agreed arrangements throughout the school day.

All records relating to Intimate Care will be treated as confidential and stored securely in accordance with the School's data protection obligations and GDPR requirements. Access to such records will be restricted to senior management and Designated Staff.

7.5 School Trips and Extracurricular Activities

The School is committed to supporting the inclusion and participation of students requiring Intimate Care in School trips, extracurricular activities and other School-related events wherever reasonably practicable. Appropriate planning will take place in advance of such activities to ensure that the student's Intimate Care needs can be met safely, respectfully and with due regard to the student's dignity and wellbeing.

Risk assessments, staffing arrangements, accessibility considerations, facilities, transport requirements and any necessary equipment or supports will be considered as part of the planning process in consultation with Parents/ Guardians and Designated Staff, where appropriate.

8. Designated Staff Practice and Safeguarding

The School is committed to ensuring that Designated Staff involved in the provision of Intimate Care are appropriately trained, supported and guided in carrying out their duties. The following sections outline the training requirements, good practice expectations and safeguarding procedures that support the safe, respectful and effective delivery of Intimate Care within the School.

8.1 Training and Professional Development

Designated Staff involved in the provision of Intimate Care will be supported to carry out their duties in a safe, respectful and appropriate manner in accordance with the School's Child Safeguarding Statement, Health and Safety procedures, and this Policy.

Designated Staff will complete mandatory Child Protection and Safeguarding training in line with Department of Education and Youth (DEY) requirements and will be made aware of procedures relating to privacy, dignity, health and safety, hygiene and wellbeing in the context of Intimate Care.

Where appropriate and relevant to the needs of individual students, Designated Staff may also receive guidance, instruction or additional training in areas such as:

- manual handling;
- administration of medication;
- infection prevention and control;
- use of specialist equipment;
- continence care;
- medical procedures relevant to identified student needs.

The School will endeavour to facilitate staff participation in relevant training opportunities where available and appropriate.

Staff will not undertake procedures for which they have not received appropriate guidance, instruction, training or authorisation.

8.2 Good Practice Guidelines

Designated Staff involved in Intimate Care practices should:

1. Involve the student in their care and decision-making wherever appropriate.
2. Promote the student's independence, confidence and self-esteem.
3. Explain procedures clearly and sensitively before providing support.
4. Respect the student's privacy, dignity and personal boundaries at all times.
5. Maintain confidentiality in relation to all aspects of Intimate Care support.
6. Ensure consistency in agreed care practices and procedures.
7. Respond sensitively and stop immediately if a student becomes distressed, offering reassurance and support as appropriate.
8. Report any safeguarding, welfare or health and safety concerns immediately to the DLP/ DDLP.
9. Maintain appropriate records in accordance with School procedures.
10. Use appropriate PPE and follow hygiene and infection control procedures.
11. Ensure facilities and equipment are clean, safe and suitable for use.
12. Maintain appropriate professional boundaries at all times.

8.3 Safeguarding and Reporting Concerns

In keeping with the Loreto ethos and the School's commitment to safeguarding, student wellbeing, dignity and respect, all Intimate Care practices in the School will be carried out in accordance with the School's Child Safeguarding Statement, the Child Protection Procedures for Primary and Post-Primary Schools, and Children First: National Guidance for the Protection and Welfare of Children.

Any concern arising during the provision of Intimate Care must be reported immediately to the DLP/ DDLP in line with the School's safeguarding procedures. Staff involved in Intimate Care are expected to remain vigilant and responsive to any signs of discomfort, distress, injury, abuse, neglect or misunderstanding that may arise.

Concerns may include unexplained bruising, soreness or marks; significant distress or behavioural changes; allegations, disclosures or safeguarding concerns made by a student; inappropriate behaviour by a staff member or another student; or situations where actions during Intimate Care may be misinterpreted.

All concerns will be recorded, reported and managed in accordance with the School's Child Safeguarding Statement and relevant child protection procedures, with appropriate action taken to ensure the safety and wellbeing of students.

9. Monitoring and Reviewing

The Policy will be reviewed every three years following its implementation and may be reviewed more frequently if deemed necessary.

Signed: _____

Chairperson of BOM

Date: _____

Signed: _____

Principal/ Secretary to BOM

Date: _____

Appendix 1: Intimate Care Plan

Intimate Care Plan

Please complete and sign this form so that the Principal/ Deputy Principal and AEN Department can identify and agree Designated Staff who will assist with the student's Intimate Care needs.

Student Name	
Year Group and Tutor Class	
Date of Birth	
Medical Diagnosis/ Care need(s)	
This form has been prepared by (list all persons involved in developing the plan)	
Date	
Review Date	

Contact 1 Details		Contact 2 Details	
Name		Name	
Home Number		Home Number	
Mobile Number		Mobile Number	
Work Number		Work Number	
Relationship to student		Relationship to student	

GP Contact Details		Hospital Contact Details	
GP Name		Named Contact	
Surgery Name		Hospital Name	
Phone Number		Phone Number	

Part 1: Please provide details of any medical condition, disability or other circumstances relevant to the student's Intimate Care needs.

Part 2: Outline the student's specific Intimate Care needs		
Tasks	Requires Intimate Care intervention from staff	Student can perform with supervision/ minimal assistance from staff
Toileting		
Menstruation		
Hand washing		
Dressing and undressing for PE		
Administering medicines (including skin creams)		
Eating and drinking		
Any other		

Part 3: Outline any preferences, likes or dislikes relating to the student's Intimate Care support.

Part 4: Facilities/ Equipment required	Yes/ No	Comments
Changing table/ bed		
Grab rails		
Step		
Locker for supplies		
Lever taps (hot and cold water)		
Mirror at suitable height		
Disposal unit/ bin		
Hoist		
Other moving/ handling equipment		
Emergency alarm		
Other		

Part 5: Supplies required	Family supplies	School supplies
Incontinence products		
Menstrual hygiene products		
Wipes		
Spare clothes		
Antiseptic cleaner		
Cloths/ paper towels		
Soap		
Disposable gloves and aprons		
Disposal sacks		
Sterilising fluid and equipment		
Toilet paper		
Other		

Part 6: Any other comments**The school will name Designated Staff to assist with the student's Intimate Care needs.**

- 1.
- 2.
- 3.

I/ We give permission for Designated Staff to provide Intimate Care to(the student's name).

I/ We agree that the information contained in this form may be shared with the Designated Staff who assist with the Intimate Care of..... (the student's name).

I/ We will inform Loreto Secondary School, St Michael's of any changes that may affect the student's personal care needs (e.g. changes to medication or the presence of an infection).

I/ We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

1. Parent/ Guardian

Signature		Date	
Print Name		Relationship to the student	

2. Parent/ Guardian

Signature		Date	
Print Name		Relationship to the student	

3. Staff member

Signature		Date	
Print Name		Position/ Role	

4. Principal/ Deputy Principal

Signature		Date	
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The original should be retained on School file and a copy sent to the Parent/ Guardian by the AEN Department to confirm the Intimate Care Plan for the named student.

Information collected on this form will be stored and processed in accordance with the School's Data Protection Policy and applicable data protection legislation.

Appendix 2: Intimate Care Record

Intimate Care Record

Name of student	
Year and Tutor Class	
Designated Staff	

[illegible]