



Ard Rí Community National School
Balreask Old,
Navan,
Co. Meath

Roll No. 20352T

Intimate Care Policy

January 2018



Ratified by the LMETB Committee on 19/01/2017

1. Introduction:

At Ard Rí Community NS we aim to protect the wellbeing of our pupils and staff by providing a safe and nurturing environment at all times. As a Community National School our ethos is underpinned by four cornerstones.



The Board of Management, through the Principal, the Staff and the Parent Association has drawn up an Intimate Care Policy as one element of the school's policies and plans.

The policy aims to give clear direction with regard to staff's interaction with pupils who require intimate care.

Intimate care is a key area of a person's self-image and respect and as such it is vital that it is practiced 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.

2. 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 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 pupil to complete personal and intimate care tasks.

Intimate care includes; all dressing and undressing, support with using the toilet, changing of continence pads, washing intimate body parts, showering (if required) and menstrual care.

3. Objective

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



4. Intimate Care Plan

- In all situations where a pupil 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 (**Appendix 1**). In a case where a child within the school's situation changes (e.g. due to an accident) an Intimate Care Plan will be drawn up as early as possible.
- In situations where due to unforeseen circumstances (e.g. a child soils or wets themselves, menstruation etc.) The guidelines outlined in this policy will be implemented in caring for that child.
- This meeting will be attended by the Parents or Guardians and if appropriate the Pupil, the Class Teacher, Special Needs Co-ordinator, Special Needs Assistant/s, the Principal and other relevant staff or professionals involved in the pupil's care.
- The specific needs of the pupil and how the school can best meet those needs will be clarified.
- The staff to be involved in this care will be identified.
- As far as possible the pupil 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 pupil's file.
- Where a pupil 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 pupils care givers e.g. occupational therapist. Staff will be responsible for maintaining the cleanliness of the equipment.
- The pupil'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 pupil's mobility.
- Parents/Guardians are responsible for keeping the school up to date with any changes to the pupil's intimate care requirements.

5. Procedures

- Two members of staff should be present when dealing with intimate care/ toileting needs.
- Temporary staff and persons in the school on work placements will not be involved in dealing with intimate care needs.
- Any change of personnel will be discussed with the parents/guardians and pupil
- Provision will be made for occasions when the particular staff involved are absent
- It will not be necessary for two people to administer intimate care however, the door is to be left slightly ajar with the second person remaining outside the door.
- Staff members will be trained in any specific procedures which need to be undertaken in the delivery of intimate care for an individual pupil.



- Appropriate protective gear will be provided (e.g. gloves, aprons etc.)
- Sanitary wear will be disposed of as appropriate.
- Pupil's intimate care needs will be discussed in private where confidentiality can be maintained.
- In order to promote independence, the pupil 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 pupil, 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.
- A record of intimate care tasks undertaken should be maintained (**Appendix 2**)

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. An Occupational Therapist has been consulted re the design of this room and the identification of equipment required.

6. 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 Principal who is the Designated Liaison Person (DLP). Such issues may include:

- The pupil seems unusually sore, tender or bruised
- The pupil seems to misinterpret what is said or done
- The pupil has a very emotional reaction without apparent cause
- The pupil makes an allegation against a staff member

Any concerns will be dealt with by the DLP in accordance with *Children First* and the *Department of Education and Skills Child Protection Procedures for Primary and Post Primary Schools and the school Child Protection Policy*.

7. Relationship with other school policies

This policy operates in conjunction with all other school policies, including:

- The Code of Behavior
- Child Protection Policy
- Special Needs Policy
- Health and Safety Policy
- Swimming Policy



8. Implementation

The Principal, SEN Co-ordinator, SNAs and other relevant staff members will be responsible for implementation of this policy.

The **Principal** is responsible for

- Ensuring that any member of staff who is required to provide intimate care support is made aware of this policy and receives appropriate training and advice prior to supporting a pupil with his/her intimate care.
- Ensuring that staff members carrying out intimate care fully understand the confidential and sensitive nature of the task and the potential for misinterpretation involved.
- Ensuring that staff members involved in providing intimate care are given the opportunity to advance their skills and expertise in this area.
- Ensuring that any deficits in terms of resources which may affect the manner in which intimate care is delivered are addressed.
- Ensuring that, as DLP, any Child Protection concerns reported by staff members carrying out intimate care duties are addressed immediately.
- Ensuring, with the SEN Co-ordinator, that the Intimate Care Plan is reviewed, with the pupil and parents/guardians at the beginning of each academic year.

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

- Ensure that they are familiar with and comply with this policy.
- Ensure that they are familiar with and comply with the individual pupil'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.

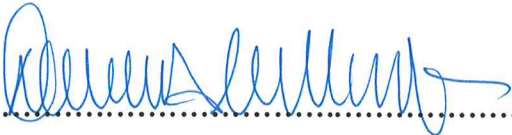
This policy will be made available to staff, pupils, parents/guardians via the school's website or on request from the Principal.



9. Review and Adoption

This policy shall be reviewed periodically, in light of emerging legislation and circulated Guidelines from the Department of Education and Skills, the National Council for Special Education (NCSE), the Health Service Executive or other statutory body.


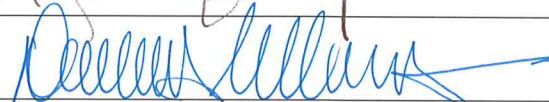
This policy was adopted by the Board of Management of Ard Ri CNS at its meeting on 16.01.2018.

Signed: 

Date: 16.01.2018.

**BOM & LMETB Ratification/Resolution Process for
This Policy**

BOM Ratification

<i>Date Ratified by the Board of Management:</i>	16.01.2018
<i>Proposed By:</i>	Dynsey Genuity.
<i>Seconded By:</i>	
<i>Signed:</i>	 (Chairperson, BOM)
<i>Scheduled Date for Review of the Policy:</i>	

LMETB Ratification/Resolution of the ETB Board

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	(Chairperson)

Board of Management Policy Consultation Record

Please present this form to your BOM when considering the policy at BOM level for ratification

School:	Ard Rí CNS
Policy:	Intimate Care Policy

Staff Consultation:

Date of Final Consultation:	16 16.01.2018
Proposed By:	Naomi Keogh (Staff Member)
Seconded By:	Jack [Signature] (Staff Member)

Student Consultation:

Date of Final Consultation:	
Proposed By:	(Student)
Seconded By:	(Student)

Parents Consultation:

Date of Final Consultation:	18.01.2018
Proposed By:	[Signature] (Parents Association Member)
Seconded By:	Corinne Gibney. (Parents Association Member)