



**LORETO SECONDARY SCHOOL,
CLONMEL**

Intimate Care Policy

**Ratified by
The Board of Management
on 16th December 2024**

Mission statement

"Our school is a caring Christian Community in which students have the opportunity to achieve academic excellence and to grow spiritually, emotionally, socially, creatively and physically in a healthy environment."

Introduction

Loreto Secondary School aims to ensure that students who require assistance with intimate care receive appropriate support at school. We appreciate that students may feel especially vulnerable when being helped with intimate care and the staff involved need to be particularly sensitive to their individual needs. The individual student's safety, dignity and privacy are of paramount importance. This policy has been developed to safeguard both students and staff and should be read in conjunction with the school's Child Safeguarding Policy.

Aims

- To ensure that students who require assistance with intimate care receive appropriate support at school.
- To safeguard both students and staff.
- To uphold the right to privacy and respect for all students.

Definition

Additional Care needs are functional and adaptive difficulties' that represent a significant barrier to the ability to learn and participate in the school environment.

Intimate care may be defined as any activity required meeting the personal care needs of each individual student. Parents/Guardians have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with students, parents and outside agencies to meet these needs.

Intimate care also known as Primary Care Needs can include (but is not limited to):

- Administration of medicine.
- Assistance with toileting and general hygiene (including catheterisation and menstrual care).
- Assistance with mobility and orientation.
- Assisting teachers to provide supervision in the class and school grounds.
- Non-nursing care needs associated with specific medical conditions i.e. epileptic seizures or for students of fragile health.
- Care needs requiring frequent interventions including withdrawal; of a student from a classroom when essential.
- Assistance with moving and lifting of students, operation of hoists and equipment.
- Assistance with severe communication difficulties and for students with physical disabilities and sensory needs, and those with significant and identified social and emotional difficulties.

Principles of Intimate Care

In accordance with the fundamental principles of intimate care, every student has the right:

- To be safe;
- To have privacy;
- To be valued as an individual;
- To be treated with dignity and respect;
- To be consulted and contribute on her own intimate care;
- To have levels of intimate care that are as consistent as possible;
- To be treated courteously at all times and to know who is looking after them.

School Responsibilities

Loreto Secondary School is committed to working in partnership with parents/guardians, health professionals and other agencies to provide a supportive environment for students who require assistance with intimate care. All staff working in Loreto Secondary School are vetted in line with the school's Child Safeguarding Policy.

Students do not need to wait for a diagnosis to access care supports. Students can avail of these supports as the needs arise. This means that support is available on enrolment whether the student has a diagnosis of disability or not.

The SNA team, together with relevant staff, will agree an Intimate Care Plan with the parents/guardians and student, and other relevant health professionals (if appropriate). This plan will be signed by a parent/guardian and reviewed at the end of each academic year to inform future arrangements.

Training

Staff involved with intimate care should receive adequate training in good practice where applicable. Relevant staff will be trained in the specific types of intimate care that they carry out, and only the named staff identified in a student's Intimate Care Plan should undertake the intimate care of that student. When new equipment or resources are developed staff should receive appropriate training. For very specific intimate care procedures (e.g., stoma care) relevant training should be provided. Staff should not undertake any aspect of intimate care that has not been agreed in the Intimate Care Plan. Intimate care and care need observations should be updated daily and reviewed on a termly or bi-termly basis.

Working with Students of the Opposite Sex

The school may be unable to offer the choice of a same sex carer to students who require assistance with intimate care. The intimate care of students may therefore be carried out by a designated member of staff of the opposite sex as identified in a student's Intimate Care Plan.

Guidelines for Good Practice

All students have the right to be safe and to be treated with dignity and respect. Students with disabilities can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs. Guidelines for Good Practice (*Appendix 1*) are designed to safeguard students and staff. They apply to every member of staff involved in the intimate care of students.

Concern

Any concern about the conduct of a staff member who is assisting a student with intimate care practice must be reported to the Designated Liaison Person for Child Protection in accordance with the school's Child Safeguarding Policy.

Appendix 1

Guidelines for Good Practice

1. Where possible two members of the SNA team will attend to a student's intimate care need; one to work with the student, one to supervise.
2. Involve the student in their intimate care. Try to encourage the student's independence as far as possible in their intimate care. Where the student is fully dependent talk with the student about what is going to be done and give the student a choice where possible. Check your practice by asking the student or their parent/guardian any likes or dislikes while carrying out intimate care.
3. Treat the student with dignity and respect and ensure privacy appropriate to the student's age and situation.
4. Make sure practice in intimate care is consistent and only carried out by of the Inclusion Team.
5. Sensitive information about a student's intimate care is confidential.
6. If the student appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Try to ascertain why the student is distressed and provide reassurance.
7. Promote positive self-esteem. Confident, self-assured students who feel their body belongs to them are less vulnerable. The approach you take to intimate care can convey lots of messages to a student about their body worth. Your attitude to a student's intimate care is important. Keeping in mind the student's age, routine care can be relaxed.
8. If you observe any unusual marks, bruises or swelling including the genital area, report immediately to the Designated Liaison Person or the Deputy Designated Liaison Person.
9. If during the intimate care of a student you accidentally hurt the student or the student misunderstands or misinterprets something, reassure the student, ensure the student's safety and report the incident immediately to the Designated Liaison Person or the Deputy Designated Liaison Person.

This policy was agreed on the date noted below.

Acting Chair: Barry Gavigan

Signed: _____

Chairperson of Board of Management

Date: 16th December 2024

Anne McGrath

Signed: _____

Ms. Anne Mc Grath, Principal
(Secretary to the Board of Management)

Date: 16th December 2024



LORETO SECONDARY SCHOOL, CLONMEL

Intimate Care Plan

Please complete and sign this form so that the Principal/Deputy Principal may agree the designated school staff to assist with your child's intimate care needs.

Student Name	
Year Group and Class	
Date of Birth	
Medical Diagnosis/ Care need(s)	
This form has been prepared by (include all involved)	
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 (if relevant)	
GP Name		Named Contact	
Surgery Name		Hospital Name	
Phone Number		Phone Number	

PTO →

Note: Please consult your daughter before completing Numbers 2-4.

1	Please give details of your child's condition.
2	Outline the specific intimate care needs.
3.	Outline any likes or dislikes when your child is helped with intimate care.
4.	Are there any other issues the school needs to know about?
5	The school will name members of staff to assist with your child's intimate care needs. These may include SNA team, Inclusion Team, First Responders, etc.

Student Name	
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I agree that the information contained in this form may be shared with relevant members of staff.

Parent/Guardian signature		Date	
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Principal's signature		Date	
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The original should be retained on the school file and a copy sent to the parents/guardians by the Inclusion Team to confirm the Intimate Care Plan for the named student.