



**LORETO SECONDARY SCHOOL,
CLONMEL**

Intimate Care Policy

**Ratified by
The Board of Management
on 3rd February 2021**

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.

Definition

Intimate care may be defined as any activity required meeting the personal care needs of each individual student. Parents 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 and parents.

Intimate care can include:

- Feeding;
- Oral care;
- Washing;
- Dressing/undressing;
- Toileting;
- Menstrual care;
- Treatments such as enemas, suppositories, enteral feeds;
- Catheter and stoma care;
- Supervision of a student involved in intimate self-care.

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 on her own intimate care;
- To have levels of intimate care that are as consistent as possible.

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.

The SNA team 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. 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. Staff should not undertake any aspect of intimate care that has not been agreed in the Intimate Care Plan.

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 girls 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

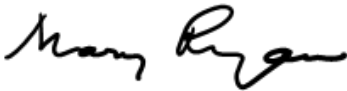
Any concern about the conduct of a staff member who is assisting a student with intimate care practice must be reported to the Designated Liaison Person for Child Protection in accordance with the school's Child Safeguarding Policy.

Appendix 1

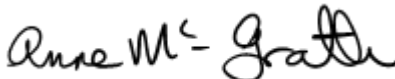
Guidelines for Good Practice

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 the named staff identified in a student's Intimate Care Plan.
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 and body image. 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, enjoyable and fun.
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.

Signed: 
Ms Mary Ryan, Chairperson of Board of Management

Date: 3rd February 2021

Signed: 
Ms Anne McGrath, Principal – Secretary to the Board of Management

Date: 3rd February 2021



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	
Tutor Group	
Date of Birth	
Medical Diagnosis	
Plan Prepared by	
Designation of person preparing 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 (if relevant)	
GP Name		Named Contact	
Surgery Name		Hospital Name	
Phone Number		Phone Number	

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 three designated members of staff to assist with your child's intimate care needs.
	Designated Person 1
	Designated Person 2
	Designated Person 3

Student Name			
I agree that the information contained in this form may be shared with the designated members of staff who assist with the intimate care of the student named above			
Parent/Guardian signature		Date	

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 SNA team to confirm the Intimate Care Plan for the named student.