



Borrisokane Community College



Intimate Care Policy



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Intimate Care Policy

1. Introduction

This policy sets out the agreed principles and procedures for providing intimate care to students in the school. "Intimate care" refers to care tasks associated with bodily functions, personal hygiene, toileting, dressing/undressing, and other procedures which involve direct or indirect contact with intimate parts of the body.

The school recognises that all students have the right to dignity, privacy and safety when receiving intimate care. At the same time, staff involved in providing intimate care must operate within a framework which protects them and the student. The policy is in keeping with relevant national guidance and is ratified in accordance with updated Children First guidelines 2025.

2. Rationale

- To safeguard the rights of students who require intimate care and to respect their dignity and privacy.
- To provide clear guidance for staff, parents/guardians and students about how intimate care will be delivered.
- To ensure consistency of approach and good practice across the school.
- To minimise risk of misunderstanding or allegation and to ensure that staff operate in a safe and professional manner.

3. Scope

This policy applies to all students in the school who require assistance with intimate care tasks, including students with special educational needs, physical disabilities, medical needs, or other care needs. It also applies to staff, parents/guardians and any external persons involved in such care.

4. General Principles

- The dignity and privacy of the student is paramount.
- Wherever possible, the student will be consulted about their care and encouraged to act as independently as possible.
- Staff will always work in a way that promotes the student's rights, choice, and self-esteem.
- Any intimate care task will consider the developmental stage of the student.
- The same staff will be assigned to support students needing intimate care when feasible; changes will be communicated.
- Where feasible, students will be offered a carer of the same gender; if not possible, this will be explained sensitively.
- All staff are expected to abide by the school's child safeguarding and protection policies and procedures.
- Appropriate training will be provided to staff engaged in intimate care.
- Records will be kept of intimate care tasks provided.
- Parent/guardian involvement is essential; they must provide required resources and consent.

5. Roles & Responsibilities

School Leadership

- Ensure the school has this policy and it is communicated to all stakeholders.
- Review the policy regularly.
- Ensure adequate staffing, training, and facilities are in place.

Principal / Deputy Principal / Designated Person

- Oversee the implementation of this policy.
- Ensure staff are briefed and trained.
- Ensure a record-keeping system is maintained.
- Ensure that Intimate Care Plans (see section 7) are developed for students who require ongoing intimate care.

Staff (Teachers, SNAs, Care Assistants etc.)

- Familiarise themselves with this policy and any individual student's Intimate Care Plan.
- Carry out intimate care tasks in line with agreed procedures, maintaining dignity, privacy and respect.
- Report any concerns (e.g., student distress, unwillingness, or changes in condition) to the Principal or designated safeguarding person.
- Wear protective equipment (e.g., gloves) as necessary and follow hygiene/ infection-control procedures.
- Keep accurate records of care delivered (date, time, nature of task, staff involved).

Parents/Guardians

- Provide the school with up-to-date information on the student's intimate care needs, medical/physical condition, toileting habits etc.
- Provide required resources such as spare clothing, nappies, wipes, creams, underwear etc.
- Participate in drawing up the student's Intimate Care Plan and agree to review it as required.
- Inform the school of any changes in the student's care needs.

Students (where appropriate)

- Be involved in the care plan as much as possible (choice, preference, level of independence).
- Be encouraged and supported to do as much for themselves as they are able.
- Express any concerns or discomfort about care arrangements.

6. Facilities & Hygiene Arrangements

- Care should be provided in a clean, safe environment with adequate privacy (door lockable or with supervised access).
- Staff must wear disposable gloves and other protective equipment when required; change gloves between students and dispose of waste in a sealed bag/bin.
- Schools should provide changing areas, hygienic disposal bins, wet-bags, spare clothing, wipes, cleaning materials.
- The school should maintain an adequate supply of resources (nappies, wipes, gloves etc) and check for expiry/stock regularly.

- A hand-washing and hygiene protocol should be followed for both staff and student before and after intimate care.
- The school should monitor infection control standards and update procedures accordingly (e.g., in case of outbreak of infectious illness).

7. Intimate Care Plan

For any student who has ongoing intimate care needs, the school will prepare an individual Intimate Care Plan in consultation with the student (as appropriate), parents/guardians, relevant staff and health professionals (if applicable). The Plan should include:

- The student's name, date of birth and class.
- Nature of the intimate care required (toileting, changing, washing, dressing).
- Level of independence of the student and what support they require.
- Staff authorised to provide care.
- Preferred gender of carer (if feasible).
- Resources and equipment required (nappies, wipes, creams, spare clothes).
- Hygiene and infection control procedures to be followed.
- Consent from parent/guardian (and student if appropriate) for care tasks.
- Review date and arrangements for monitoring and updating.
- Emergency arrangements (e.g., if usual staff absent).
- Communication arrangements with parents/guardians.

8. Accidents and One-Off Care Tasks

- If a student who does *not* have an established Intimate Care Plan experiences an occasional toileting accident or requires assistance, staff will:
 - Encourage the student to clean and change themselves if capable.
 - Notify parents/guardians of the incident.
 - If the student cannot manage themselves, two staff members familiar to the student should assist (if feasible) or contact parents.
 - Record the incident (date, time, student, support given).

- Ensure spare clothing is available and soiled clothing is bagged and sent home.
- Parents should be informed of the school's policy on such incidents upon enrolment (or induction).
- Substitute or temporary staff may not be involved in intimate care tasks unless trained and authorised.

9. Safeguarding & Child Protection

- Intimate care tasks present specific safeguarding risks; all staff must follow the school's Child Protection Safeguarding Statement and procedures.
- Any concerns of abuse, harm or allegations arising during intimate care must be reported to the school's Designated Liaison Person (DLP) as per procedures.
- Staff should avoid being alone in an unsupervised situation with a student during intimate care; two members of staff should be present where feasible, or doors left ajar/in view.
- Permission forms should be signed by parents/guardians and stored securely in the student's file.

10. Training & Supporting Staff

- Staff required to carry out intimate care tasks must receive appropriate training in care techniques, hygiene/infection control, and safeguarding.
- Records of this training shall be maintained.
- The school should provide ongoing support, review sessions and ensure staff are aware of updates in guidance or legislation.
- Staff who feel uncomfortable or untrained for certain tasks should report this to the Principal and should not undertake the care until appropriately trained and authorised.

11. Confidentiality & Record Keeping

- All information about students' intimate care needs is treated as confidential, stored securely and accessed only by staff who need to know.
- Records of care provided (Intimate Care Plan, incident logs, staff involved) are maintained and reviewed.

- The student's dignity should be preserved; staff should not discuss intimate care tasks with others except where necessary for care and safeguarding purposes.

12. Monitoring, Review & Communication

- This policy will be reviewed at least every two years (or sooner if there is a change in legislation, guidance, or school context).
- Monitoring will include feedback from students (where appropriate), parents/guardians, staff, inspection of records and review of procedures.
- The policy will be communicated to staff, students (as appropriate), parents/guardians, the Board of Management/ETB and will be available on the school website or upon request.