

# Boher National School Intimate Care Policy



## **1. Introduction**

This Intimate Care Policy has been developed in Boher National School to ensure that the dignity, safety and wellbeing of all pupils are upheld at all times, particularly in situations where children may be most vulnerable. The policy supports the school's child protection responsibilities by recognising intimate care as a potential area of risk and by setting out clear, agreed and transparent procedures that mitigate the risk of harm to vulnerable children. It also provides a consistent framework for staff, ensuring that intimate care is delivered in a respectful, professional and observable manner that safeguards both pupils and staff. Through shared understanding and consistent practice, this policy aims to promote best practice, accountability and confidence across the school community.

## **2. Rationale**

Boher National School recognises its duty of care to all pupils and acknowledges that, particularly in the preschool and junior classes, some children may require intimate care support at certain stages of development. This includes support related to toilet training in the preschool setting, assistance with dressing following toileting accidents, and, where appropriate, ongoing support for pupils with physical, medical or additional needs throughout their time in school. The provision of intimate care is recognised as a potential area of vulnerability and has been identified as a specific risk within the school's Child Safeguarding Statement and Risk Assessment. This policy has therefore been developed to mitigate the risk of harm by setting out clear, consistent and transparent procedures for the provision of intimate care, informed by the ethos of the school and national child safeguarding requirements.

## **3. Definition of Intimate Care**

In a primary school setting, intimate care refers to any assistance provided by an adult to a pupil with personal care needs that the pupil is unable to manage independently. Intimate care may involve physical contact with the child and occurs in situations where the child may be particularly vulnerable. Such care must always be carried out in a respectful, sensitive and transparent manner.

### **Examples of intimate care may include:**

- Assistance with toileting
- Continence care
- Changing clothes following wetting or soiling
- Assistance with dressing or undressing where necessary
- Feeding

- Support with personal hygiene
- Assistance with menstrual care

## 5. Aims of the Intimate Care Policy

The aims of this Intimate Care Policy are to:

- Ensure that all intimate care practice prioritises the **safety, privacy and dignity of the child** at all times
- Protect pupils by promoting **safe, respectful and appropriate practice** in situations where children may be particularly vulnerable
- Provide **clear guidance and shared understanding** for staff in relation to safe and best practice when providing intimate care
- **Mitigate the risk of harm** to pupils by identifying intimate care as a potential safeguarding risk and setting out agreed procedures
- Support Boher National School in **fulfilling its child protection obligations**, as outlined in the school's Child Safeguarding Statement and Risk Assessment
- Promote **consistency, transparency and accountability** in the provision of intimate care across the school

## 6. Procedures for Intimate Care

While it is not possible to prescribe guidelines that will apply in all Intimate Care and Toileting situations, it is important that the following elements of good practice are adhered to:

Visibility & Access	<b>No Locked Doors</b> for standard accidents. Doors remain ajar. Privacy is maintained via partitions or room layout to ensure no "closed-door" isolation.
Exceptional Circumstances (Accessible Toilet)	For children with complex needs requiring the <b>Accessible Toilet</b> , the door may be closed/locked for the child's dignity. In these cases, <b>two adults must work together</b> inside the room. This "two-person rule" mitigates risk and ensures the safety of both the child and staff.
Staffing & Oversight	For standard care: The "Door Monitor" approach (one staff member active, one

	within earshot). For exceptional care: Two staff members present.
Emergency Clothing	The school maintains a limited supply of spare uniform trousers, leggings, and underwear for the Junior end.
Laundering & Returns	<p><b>Uniforms:</b> Borrowed trousers/leggings must be laundered and returned.</p> <p><b>Underwear:</b> For hygiene reasons, borrowed underwear <b>will not be accepted back</b> and should be disposed of or kept.</p>
Independence	Staff facilitate rather than "do." If the child is capable, staff act only as supervisors to minimize physical contact.
Hygiene & PPE	Staff must wear <b>disposable gloves</b> and aprons. Hands must be washed thoroughly before and after every procedure.
Dignity & Shielding	<b>Cubicle Supervision:</b> Care is delivered from <b>outside the cubicle door</b> whenever practicable. The child is given privacy inside the cubicle to change and clean; the adult supervises from just outside. Items (clean clothes, wipes, or soiled bags) are passed back and forth as needed.
Recording	Unexpected incidents of soiling are recorded on Aladdin, noting the date, time, name of child, staff involved.

## 7. Child Protection

In the event that a concern arises while carrying out an intimate care task, the staff member must immediately follow the school's Child Safeguarding Procedures. The concern must be reported without delay to the Designated Liaison Person (DLP). In the absence of the DLP, the matter must be reported to the Deputy Designated Liaison Person (DDL P).

Such concerns may include:

- The pupil seems unusually sore, tender or bruised

- The pupil has a very emotional reaction without apparent cause
- The pupil makes an allegation against a staff member.

All concerns will be managed by the DLP (or DDLP, as appropriate) in accordance with *Children First: National Guidance for the Protection and Welfare of Children* and the Department of Education Child Protection Procedures for Primary and Post-Primary Schools.

## 8. Implementation

### ***The school is responsible for:***

- Ensuring that parents/guardians are informed of the Intimate Care Policy and related policies, including the Child Safeguarding Statement.
- 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, in their capacity as DLP (or DDLP, where applicable), that any child protection concerns reported by staff arising from the provision of intimate care are addressed without delay and managed in accordance with the school's Child Safeguarding Statement and Child Protection Procedures for Primary and Post-Primary Schools.

### ***Parents/Guardians are responsible for:***

- insofar as is possible, ensure that their child is capable of managing their own intimate care needs, including toileting, personal hygiene, and dressing.
- Informing the school of any medical, developmental or emotional factors that may impact their child's toileting or intimate care needs.
- Providing nappies and any other items required for the intimate care of their child, where the child is undergoing toilet training or has an ongoing need for intimate care support.
- Ensuring that a change of clothes, including underwear, is available in the child's school bag where a child is toilet trained but experiences regular soiling incidents while in school.
- Laundering and returning any items of clothing (excluding underwear) that are provided by the school for use following an accident.

**9. Review and Adoption**

This policy shall be reviewed periodically, in light of emerging legislation and circulated Guidelines from the Department of Education and Youth

The policy was ratified by the Board of Management of Boher N.S. on 26-03-26.

Signed: Patrick W. S. G. O'Connell Chairperson, Board of Management

Appendix 1:

**Individual Intimate Care Plan**

**1. Student Details**

<b>Student Name:</b> _____	<b>Date of Birth:</b> _____
<b>Class:</b> _____	
<b>Start Date of Plan:</b> _____	
<b>Date of Plan Review:</b> _____	

**2. Description of Need**

*Describe the specific support required (e.g., ASD-related toileting support, medical condition, or developmental delay).*

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**3. Staff Roles and Responsibilities**

*Intimate care within this setting is a shared professional responsibility. To ensure continuity of care and the safety of the child, the following roles apply:*



## 5. Communication & Preferences

- **Communication Style:** (e.g., Verbal cues, Lámh signs, PECS symbols, or Visual First/Then board)

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- **Specific Vocabulary/Signs:** (List the specific words or signs used for "toilet," "wet," "finished," etc.)

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- **Sensory/Behavioral Considerations:** (e.g., child is sensitive to the sound of the hand dryer, requires a specific step-stool, or needs a "countdown" before transitions)

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## 6. Equipment and Supplies

- **Items provided by Parent/Guardian:** (e.g., nappies/pull-ups, wipes, 2 sets of spare clothes)

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- **Storage of supplies:**

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## 7. Reporting and Recording

- **Issues to report to DLP:** Any unusual marking, bruising, soreness, or emotional reactions must be reported to the Designated Liaison Person (DLP) immediately as per Section 7 of the school policy.

## 8. Authorisation and Agreement

### Parent/Guardian Consent:

I have read the Boher NS Intimate Care Policy and agree to the procedures outlined in this individual plan. I understand that care will be provided by qualified staff (Teachers/SNAs) assigned to my child's room.

- **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### School Representative Agreement:

The school agrees to provide intimate care for this student in accordance with the roles and procedures outlined above.

- **Principal/DLP Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Class Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_