

St. Colman's Community College, Midleton.

Intimate Care Policy
2022/2023



St Colman's Community College was established in 1980 and is under the patronage of Cork ETB. The school is located in the town of Midleton and currently caters for 1000 students. This number is inclusive of adult learners. St Colman's Community School is a co-educational, multi-denominational school whose Mission is to provide the best possible education for the students in our care. We want all in our school community to develop and achieve their potential in a positive atmosphere of respect, effort and fairness.

St. Colman's CC has a well-developed Pastoral Care system. Our student support team, career guidance counsellors, year heads and class teachers are central to this system. The school is committed to a positive discipline practice and the affirmation of students. A real strength of the school lies in the fact that all members of staff, teaching and non-teaching, play an important role in supporting and caring for our students.

Mission statement:

St Colman's Community College

- ❖ seeks to provide the best possible education for students, where the talents of each student are developed in a positive atmosphere of respect, effort and fairness.

Introduction:

This document outlines the approach to Intimate Care in St Colman's Community College, Midleton, Co Cork. The Intimate Care Policy has been developed to safeguard children and staff and should be read in conjunction with the school's Child Safeguarding Policy. This policy applies to everyone involved in the intimate care of students in our school community. The individual's safety, dignity and Privacy is of utmost importance. 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.

Definition:

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. 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 children and parents/carers.

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing

- Toileting
- Menstrual Care
- Supervision of a child involved in intimate self-care
- Cleaning up a child after wetting/soiling accident

Principles of Intimate Care:

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Intimate Care Plan :

- In all situations where a student needs assistance with toileting /intimate care, an intimate care plan will be provided by the parent, discussed with school personnel and a meeting will be convened if required. (Appendix 1)
- The specific needs of the student 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 student 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 student's file. Where a student 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 students care givers e.g. occupational therapist.
- The student'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 student's mobility.
- Parents/Guardians are responsible for keeping the school up to date with any changes to the student's intimate care requirements.

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 students.
- 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 student.
- Appropriate protective gear will be provided (e.g. gloves, aprons etc.)
- Facilities for the appropriate disposal of sanitary wear etc. will be in place.
- Student's intimate care needs will be discussed in private where confidentiality can be maintained.
- In order to promote independence, the student 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 student, 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.

School Responsibilities:

- St Colman's Community College is committed to working with parents / guardians, health professionals and other agencies to provide a supportive environment for students who require assistance with intimate care.
- All staff working with children must be appropriately vetted.
- Sensitive information about a child's intimate care is confidential.
- If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance.
- 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 Designated Liaison Person (DLP).

Related School Policies:

- Safeguarding – Child Protection Policy
- SEN Policy

- Health and Safety Policy
- Code of Behaviour

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community

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 on

Signed: *Denis O'Shea*
Chairperson

Date: 21/06/22

Signed: Karen Casey
Secretary to the Board of Management

Date: 21/06/22

Appendix 1

Intimate Care Plan Template

Name of Student	
Date of Birth	
Year/Class Group	
Parent 1/Legal Guardian 1	
Parent 1/Legal Guardian 1	

Facilities/Equipment Required	Yes/No	Comments
Changing table/bed		
Grab rails		
Step		
Locker for Supplies		
Lever taps (hot & cold water)		
Mirror at suitable height		
Disposal unit/bin		
Hoist		
Other		

Supplies	Family Supplies	School Supplies
Pads/Nappies		
Wipes		
Spare Clothes		
Antiseptic Cleanser		
Cloths/Paper Towels		
Soap		
Disposable Gloves & Aprons		

Disposal Sacks		
Sterilising Fluid and Equipment		
Toilet Paper		
Other		

Procedure - Include, what will be carried out, how and by whom)

[illegible]

