

Loreto Wexford Secondary School



Intimate Care Policy

Mission Statement:

Truth, freedom, justice, sincerity and joy – as relevant today in Loreto, Wexford as for Mary Ward in 1609.

Introduction:

Loreto Secondary School, Wexford 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 child'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 of the Policy:

1. To ensure that students who require assistance with intimate care receive appropriate support at school.
2. 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 care 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, external 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 their (transgender) own intimate care
- To have levels of intimate care that are as consistent as possible.

School Responsibilities:

The 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 the school are vetted in line

with the school's Child Safeguarding Policy.

The Management team along with all relevant personnel will agree an Intimate Care Plan with the parents and child and other relevant health professionals (if appropriate). This plan will be signed by a parent and reviewed at the end of each academic year (or sooner if required) 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/ Transgender:

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 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 children and staff. They apply to every member of staff involved in the intimate care of children.

Concern:

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

Appendix 1: Guidelines for Good Practice:

1. Involve the student in the intimate care plan and try to encourage the student's independence as far as possible. Where the student is fully dependent, talk about what is going to be done and give a choice where possible. Check your practice by asking the student/parent any likes or dislikes while carrying out intimate care.
2. Treat the student with dignity and respect and ensure privacy appropriate to the student's age and situation.
3. Make sure practice in intimate care is consistent and only carried out by the name staff identified in a student's Intimate Care Plan.
4. Sensitive information about a student's intimate care is confidential. (Permission needed to put details on computer)
5. 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 child is distressed and provide reassurance.
6. 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.

7. IF you observe any unusual marks, bruises or swelling including the genital area, report immediately to the Designated Liaison Person. Complete a written record of concern.
8. If during the intimate care of a student you accidentally hurt her/them or the student misunderstands or misinterprets something, reassure the student, ensure her/their safety and report the incident immediately to the Designated Liaison Person.

This policy was adopted by the Board of Management on 20 April 2026 and will be reviewed periodically.

Signed: Edward Lyons

Edward Lyons, Chairperson, Board of Management.

Signed: John M. Ginnity

John Mc Ginnity, Principal.

Loreto Secondary School, Wexford: Intimate Care Plan:

Student Name:	Class:
Date of Birth:	Medical Diagnosis:
Date:	Plan Prepared by:

Contact 1	Contact 2
Name:	Name:
Phone Number:	Phone 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:

Please consult with your daughter before completing the next section:

1.	Please give details of your daughter's condition:
2.	Outline the specific intimate care needs:

3.	Outline any likes or dislikes when your daughter is helped with intimate care:
4.	Are there any other issues that you feel the school needs to know?
5	List of designated staff who will assist with your daughter's intimate care needs:

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(student name).

Staff Member Signature:

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Parent/Guardian Signature:

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Principal/Deputy Principal Signature:

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Date:

The original should be retained on the school file and a copy sent to the parents by the SNA team to confirm the Intimate Care Plan for the named student.