



INTIMATE CARE POLICY February 2025

School Name:	Christian Brothers College Kilkenny
School Address:	Dunningstown Road, Kilkenny, R95X6CX
School Details:	CBC Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust (ERST). The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBC Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBC Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBC Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

This policy uses the term “parent” to represent parent or legal guardian.

Rationale

This policy outlines the approach to intimate care in CBC Kilkenny. 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 are 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. This policy has been developed in accordance with the CBC Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post- Primary Schools 2017 (revised 2025).

While developing this policy, due consideration has been given to all aspects of the wellbeing of students at CBC Kilkenny and particularly to the Wellbeing School Improvement Plan (May 2018).

General Data Protection Regulation came into force in May 2018, and this policy has been reviewed in light of this legislation.

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 and outside agencies to meet these needs

Intimate care (also known as primary care needs) can include:

- Assisting and administering medicine
- Assisting with feeding
- Assisting with oral care
- Assisting with washing
- Assisting with dressing/undressing
- Assisting with toileting
- Supervision of a child involved in intimate self-care
- Assisting with cleaning up a child after wetting/soiling/vomiting accident
- Assisting with treatments such as enemas, suppositories, external feeds
- Assisting with catheter and stoma care
- Non-nursing care, needs associated with specific medical conditions e.g. epileptic seizures or for students of fragile health and other medical conditions as communicated by parent
- Care needs requiring withdrawal from class
- Assisting with moving and lifting of students, operation of hoists and equipment.

Principles of intimate care

The following are the fundamental principles upon which the policy 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 plan to the best of their abilities.
- Every child has the right to have levels of intimate care that are as consistent as possible.

School Responsibilities

- Students do not need to wait for a diagnosis to access care supports. Students can avail of these supports as the needs arise. This means that support is available on enrolment whether the student has a diagnosis of disability or not.
- The SNA team, together with relevant staff, will agree an Intimate Care Plan with the parents and student, and other relevant health professionals, if appropriate. This plan will be signed by a parent and reviewed at the end of each academic year to inform future arrangements.

Students with Specific Toileting/Intimate Care Needs

- In all situations where a student needs assistance with toileting/intimate care, a meeting will be convened before the student starts at CBC Kilkenny. Parent/Carers, SEN Coordinator, SNA(s), and if appropriate, the student, will attend.
- The specific care needs of the student, and how the school will meet them, will be clarified.
- Personnel involved in this care will be identified.
- Provision for occasions when staff members are absent will be outlined (e.g. substitute SNAs will not generally be involved in intimate care). Any change of personnel will be discussed with the student, if appropriate.
- Two members of the SNA team will be present when dealing with intimate care needs.
- Any changes will be discussed with parents/carers and student and noted in writing in the student's Intimate Care Plan (Appendix 1).
- As far as possible, the student will be involved in the identification of his personal requirements, wishes, changes, etc.
- A written copy of the agreement will be kept on the student's file.
- Parent/Carers will be notified of any changes from agreed procedures.

- At all times the dignity and privacy of the student will be paramount in addressing intimate care needs.
- Staff will wear protective clothing.
- Should a toileting accident occur, a supply of clean clothing will be available in CBC Kilkenny. A record will be kept of such incidents.

Practices and Procedures- guidelines for good practice

- All staff members and parents/carers are made aware of the school's Child Safeguarding procedures and the Child Protection Procedures for Primary and Post-Primary Schools published by the Department of Education and Skills. Copies are available on the school website, www.cbckilkenny.ie and on www.education.ie.
- All emergency medications and equipment are stored in the First Aid Room.
- In an emergency, procedures are in place to alert the SNA team who will implement the required treatment as agreed for each student.
- Sensitive information about a child's intimate care is confidential.
- Make sure practice in intimate care is consistent and only carried out by the SNA team according to the Intimate Care Plan.
- If a student with an Intimate Care Plan is on a school day trip or overnight stay, two members of the SNA team must accompany the group to ensure adequate care is provided as needed.
- The SNA team will promote positive self-esteem, understanding that upholding a student's dignity is important. They are aware of the importance of creating a comfortable environment for both student and SNA.
- Any concerns the SNA may have should be reported to the DLP.

Practical Considerations

- The SNA team should receive training in good working practices which comply with Health and Safety regulations, such as dealing with body fluids, wearing protective clothing, manual handling and child protection.
- The SNA team should be provided with training in intimate care and for very specific intimate care procedures (for example, stoma care) where relevant.
- The importance and the value of work that the SNA team do in the area of intimate care should be recognised by management.
- Intimate Care Plans should be recorded in an individual's personal care plan. The Intimate Care Plan must be reviewed on a regular basis, at least annually.

- The school's SNA allocations need to be carefully considered. Time is needed to carry out intimate care and this should be recognised when allocating SNA access.

Child Safeguarding Concerns

Report any concerns about the conduct of a staff member who is assisting a child with intimate care practice to the Designated Liaison Person (DLP) or Deputy Designated Liaison Person (DDLDP) in accordance with the Child Safeguarding procedures of CBC Kilkenny.

Trips outside School

Participation in trips will be considered only when both the school and parent are fully satisfied that appropriate conditions are available to meet the specific requirements of the individual. At no time will a student's health and safety be knowingly placed at risk.

Related School Policies

- Child Safeguarding
- Pastoral Care Policy
- AEN Policy
- Health and Safety Policy
- One to One Teaching Policy
- Data Protection Policy
- Privacy Notice
- Day Trip Policy
- Overnight School Tour Policy
- Anti-Bullying Policy
- Bí Cineálta Policy

Links with other Agencies

Positive links with external agencies will enable school-based plans to take account of the knowledge, skills and expertise of other professionals and will ensure that the student's wellbeing and development remains paramount.

Relevant Legislation

This policy is drafted in the context of the specific provisions and definitions with regard to children with disabilities and special educational needs and the statutory requirements placed on schools, Boards of Management and the DES by the following legislation:

- The Data Protection Acts, 1988-2003/2018
- 2015 Children First
- 2004 Education for Persons with Special Educational Needs Act
- The Freedom of Information Acts, 1997-2014
- 2000 Education Welfare Act
- 1998 Education Act
- Equal Status Act 2000-2015

Approval

This policy has been approved by CBC Kilkenny Board of Management.

Signed: _____

Date: _____

Chairperson, Board of Management

APPENDIX 1:

Intimate and Personal Care Plan

Student Name:	
Date:	

Medical diagnosis/ Care need(s)

This form has been prepared by (include the contact details of everyone involved)

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	

Detailed Plan (please refer to any toileting, dressing, undressing and medical needs)

Note: Parents, consult your son before completing Numbers 2-3.	
1 Please give details of your child's condition.	
2 Outline the specific intimate care needs.	
3. Are there any other issues the school needs to know about?	
4. The school will name members of staff to assist with your child's intimate care needs. These may include SNA team, Inclusion Team, First Responders, etc.	

This plan was written by _____ date _____

This was agreed with parents/carers on (date) _____

The student's view were sought for this plan on (date) _____ (If not give reason)

Signed School Representative _____ date _____

Signed Support Staff _____ date _____

Signed by Parent _____ date _____