

INTIMATE CARE

# POLICY

CRUMLIN  
INTEGRATED  
COLLEGE

RATIFIED: 28/05/26  
REVIEW DATE: JUNE 2026



EACH LEARNER. EACH JOURNEY. Every SUCCESS

## Intimate Care Policy for Crumlin Integrated College

Crumlin Integrated College is an Integrated School committed to providing high quality education in an atmosphere of mutual respect where each individual is valued as an important member of our school family. We value the personal, moral, social development of each student, encouraging respect for self and others including the core values of truth, kindness, integrity and compassion

### ***1) Principles***

**1.1 The Children (Northern Ireland) Order 1995 and The Education and Libraries (Northern Ireland) Order 2003.** The relevant EA guidance for school governors and staff is "Co-operating to Safeguard Children and Young People in Northern Ireland" (2016) and specific EA Child Protection policies.

**1.2** This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

**1.3 Section 75 of the Northern Ireland Act 1998.** For disability and intimate care specifically, schools must comply with the **Disability Discrimination Act 1995 (DDA)** (as amended by the *Special Educational Needs and Disability (Northern Ireland) Order 2005 / SENDO*).

***1.4 This Intimate Care Policy should be read in conjunction with the schools' policies as below (or similarly named):***

- ***Safeguarding policy and child protection procedures***
- ***Health and Safety policy and procedures***
- ***Special Educational Needs policy***

**1.5** All staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

**1.6** We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.

**1.7** Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.

**1.8** Where pupils with complex and/or long term health conditions have a health care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.

**1.9** Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.

**1.10** All staff undertaking intimate care must be given appropriate training.

**1.11** This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

## ***2) Child focused 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.

## ***3) Definition***

**3.1** Intimate care can be defined as any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas which most people usually carry out themselves, but some pupils are unable to do because of their young age, physical difficulties or other

special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. (gov.uk)

**3.2** It also includes supervision of pupils involved in intimate self-care.

#### ***4) Best Practice***

**4.1** Pupils who require regular assistance with intimate care have written Personal Learning Plans (PLP), health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. The plan should be reviewed, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

**4.2** Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

**4.3** Where a care plan or PLP is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g., has had an ‘accident’ and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person by telephone or by sealed letter.

**4.4** Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child’s behaviour. It should be clear who was present in every case.

**4.5** These records will be kept in the child’s file and available to parents/carers on request.

**4.6** All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.

**4.7** If intimate care is required, the Principal will request the most appropriate training offered by/in conjunction with the Education Authority and this will be provided to staff who may be involved in the intimate care of a student. Crumlin Integrated College will then ensure that staff follow best practice guidelines regarding infection control, including the requirement to wear disposable gloves

and aprons where appropriate. These items will be available from the General Office.

**4.8** Staff will be supported to adapt their practice in relation to the needs of individual pupils, taking into account developmental changes such as the onset of puberty and menstruation.

**4.9** There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

**4.10** Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

**4.11** Every child's right to privacy and modesty will be respected. Wherever possible, the pupil's wishes and feelings should be sought and considered.

**4.12** An individual member of staff should inform another appropriate adult when they are going to assist a pupil with intimate care and therefore ask another appropriate adult to chaperone where possible.

**4.13** Adults who assist pupils with intimate care should be employees of the school.

**4.14** All staff should be aware of the school's confidentiality policy.

**4.15** Health & Safety guidelines should be adhered to regarding waste products, if necessary, advice should be taken from the DCC Procurement Department regarding disposal of large amounts of waste products or any quantity of products that come under the heading of clinical waste.

**4.16** No member of staff will carry a mobile phone, camera, or similar device whilst providing intimate care.

## ***5) Medical Procedures***

**5.1** Pupils who are disabled might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in the health care plan or IEP and will only be carried out by staff who have been trained to do so.

**5.2** It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.

**5.3** Any members of staff who administer first aid should be appropriately trained in accordance with EA guidance. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

## ***6. Period dignity:***

Period Dignity refers to the accessibility and availability of essential care needed to support a period, in conjunction with the breaking of stigma and taboo around periods.

**6.1** Students and staff will be aware of the location of period poverty items. These items are currently placed in the female staff toilets, girl's toilets & designated teacher office). Ms Kennedy – Cleaner ensures stock is refilled as and when needed. Crumlin Integrated College also uses the EA Procurement site to order feminine hygiene products for the students.

**6.2** Replacement underwear and/or tights can also be obtained by students who require them from Mrs McCabe's Office/Mrs Magee's office (VP office) and Miss Cairn's wellbeing room when available.