



Harcourt Terrace Educate Together National School
Email: info@htetns.ie Address: Harcourt Terrace, Dublin 2. D02 FC64
No: (01) 5292970

Intimate Care & Toileting Policy

1. Mission Statement

Harcourt Terrace ETNS is an Educate Together School, run in accordance with the Rules for National Schools and the Department of Education's guidelines.

We seek to provide an environment that is child-centred, co-educational, equality-based and democratically run.

Our mission is to educate our pupils to their fullest potential while enhancing their self-esteem and creativity. All pupils are treated as individuals and their uniqueness is celebrated. We encourage all members of our school community to respect themselves and others, and to develop the life skills necessary to become the best they can be.

2. Policy Rationale and Scope

This Intimate Care Policy promotes best practice in meeting the personal care needs of pupils in a manner that ensures dignity, safety, and respect.

It applies to all situations where staff assist pupils with personal or intimate care needs.

This policy is underpinned by:

- Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023)
- Children First Act 2015
- Children First: National Guidance for the Protection and Welfare of Children (2017)
- The Educate Together ethos and
- The Harcourt Terrace ETNS Child Safeguarding Statement and Risk Assessment

This policy should be read in conjunction with the school's Child Protection Policy and Child Safeguarding Statement.

3. Definition of Intimate Care

Intimate care refers to any care procedure involving personal assistance for a pupil who is undressed or partially undressed, or where physical help or close contact is required. This includes:

- Toileting or changing pull-ups/underwear



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- Cleaning after soiling, illness, or accidents
- Assistance with changing clothes

All intimate care must:

- Meet the pupil's needs in a respectful, dignified manner
- Encourage independence and privacy
- Reflect professional integrity and safe practice

4. Legal and Child Protection Framework

This policy operates within the Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023) and the Children First Act 2015.

All school personnel are mandated to safeguard pupils' welfare and must adhere to the school's Child Safeguarding Statement and Child Protection Policy.

Any concern about a pupil's welfare arising during intimate care must be reported immediately to the Designated Liaison Person (DLP), or in their absence, the Deputy DLP, in line with national reporting procedures to TUSLA.

5. Roles and Responsibilities

- **Board of Management:** Ensures that this policy is in place, implemented and reviewed as part of the school's safeguarding oversight.
- **Principal / DLP:** Oversees training, implementation and compliance with child protection and health and safety guidelines.
- **Teachers and SNAs:** Carry out intimate care respectfully and in accordance with this policy.
- **Parents/Guardians:** Are informed of the policy and collaborate on individual Intimate Care Plans when needed.

6. General Principles of Good Practice

Intimate care should always:



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- Be carried out in a way that maintains privacy, dignity and respect
- Encourage the pupil's independence
- Be explained clearly and reassuringly to the pupil
- Use age-appropriate language and calm, professional behaviour
- Involve the minimum number of staff necessary
- Ensure adequate supervision and transparency
- Be undertaken only by regular school staff who are familiar with this policy

Staff must:

- Prepare all materials (gloves, wipes, clothing) in advance
- Wear appropriate protective clothing
- Dispose of soiled materials safely and hygienically
- Never leave a pupil unattended while partially undressed
- Seek assistance if unsure of a procedure
- Follow hygiene and infection-control protocols
- Check facilities and supplies before school outings or trips

7. Staffing and Supervision

- Intimate care will be carried out only by regular employees of the school.
- Substitute staff, volunteers or students on placement will not perform intimate care.
- At times only one member of staff may be sufficient in dealing with intimate care needs of pupil. In these cases, the teacher must be informed that staff member and pupil are leaving the classroom for this purpose.
- In some cases, two staff members are required, and these cases will be identified by teacher and class team.
- Intimate care involving female pupils will be carried out only by female staff.
- If a pupil is upset or displays challenging behaviour, intimate care will not proceed until the pupil is calm and safe.



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8. Individual Intimate Care Plans

For pupils who require regular or ongoing intimate care, an Individual Intimate Care Plan will be developed in consultation with:

- Parents/guardians
- The class teacher and SNA team
- The Principal or Deputy Principal

Each plan will outline:

- The nature and frequency of assistance
- The names of staff involved
- Strategies to ensure dignity, privacy, and comfort
- Relevant medical, sensory or behavioural considerations

Plans will be signed by parents/guardians, reviewed annually, and updated as required.

9. Risk Assessment and Health & Safety

The intimate care of pupils forms part of the school's overall Child Safeguarding Risk Assessment, as referenced in the Child Safeguarding Statement.

The Principal ensures:

- Safe physical handling of pupils
 - Availability of protective clothing and hygiene supplies
 - Access to suitable facilities for changing and toileting
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10. Reporting and Record Keeping

Staff must report immediately to the DLP if:

- A pupil is accidentally hurt during intimate care
- Unusual marks, bruising or soreness are noticed



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- The pupil becomes distressed or misunderstands the procedure

All incidents or concerns must be:

1. Reported promptly to the DLP
2. Recorded factually, dated, and signed
3. Handled according to the school's Child Protection Policy

A simple record of each intimate care occurrence (e.g., changing after an accident) will also be kept for hygiene and transparency purposes.

11. Confidentiality

All matters relating to a pupil's intimate care are confidential.

- Information is shared only with staff members directly involved in the pupil's care or safeguarding.
- Records are stored securely in line with data protection legislation (GDPR) and the school's Data Protection Policy.
- Staff must always exercise discretion and sensitivity.
- If a concern arises, confidentiality will never prevent a staff member from making a child protection report to the DLP or, where appropriate, to TUSLA.

12. Training and Awareness

All staff involved in intimate care will:

- Receive training in safe and respectful practice
- Be familiar with the latest Child Protection Procedures and this policy
- Review the policy annually as part of child safeguarding and staff induction

13. Communication with Parents/Guardians

Parents/guardians will:



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- Be provided with a copy of this policy
- Be informed when intimate care is required unexpectedly
- Be consulted on any long-term or individual intimate care needs
- Be assured that the school's procedures are consistent with its Child Safeguarding Statement

15. Related Policies

This policy should be read in conjunction with:

- Child Protection Safeguarding Statement and Risk Assessment
- Code of Good Behaviour
- Health and Safety Policy
- Data Protection Policy
- Supervision Policy

16. Ratification, communication and implementation:

This policy was ratified and adopted by the Board of Management of Harcourt Terrace Educate Together National School on 4th December 2025

This policy will be circulated to all parent(s)/carer(s) following ratification and a copy will be published on the school website.

This policy will be brought to the attention of all staff members upon their appointment to the school.

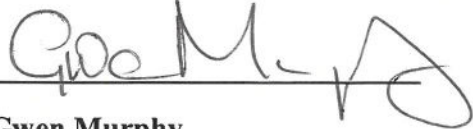

The implementation of the policy shall be monitored by the Principal and the Chairperson of the Board of Management.



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Signed on Behalf of the Board of Management:

Chairperson:	
	Gwen Murphy
Date:	4 th December 2025
Principal:	
	Tony Walsh
Date:	4 th December 2025