

Intimate Care Policy

Policy Owner: The British School of Almeria

Policy Area: Safeguarding

Reviewed: July 2025

Next Review: July 2026

RATIONALE AND GUIDANCE

THE BRITISH SCHOOL OF ALMERIA expects that all staff and volunteers in our school recognise where a student is at risk of or is actually being harmed and do all they can to reduce further risk or harm. The school recognises that there are instances where the intimate care of students are necessary and that these processes are personal experiences for young children. The school will always ensure to make these processes as reassuring, comfortable and safe as possible for both the students and the teachers.

DEFINITION

"Intimate care" refers to any care which involves washing, touching or carrying out a procedure to intimate, personal areas which most people would normally carry out themselves, but some pupils are unable to do so because of their age, physical difficulties or special needs. In most cases this involves procedures associated with personal hygiene such as washing, toileting, nappy changing and dressing. It also includes supervision of pupils involved in their own intimate self-care.

INTIMATE CARE AND SAFER WORKING PRACTICE GUIDELINES

THE BRITISH SCHOOL OF ALMERIA expects that Intimate Care should always be done by the students themselves, and students should always be encouraged to take responsibility for their own toileting needs. The school does however recognise that in some instances a member of staff might have to intervene and assist with the intimate care of a student due to their age, special needs or due to the specific nature of their incident. The school is aware that the assistance with intimate care involves safeguarding risks for children and members of staff as it may involve the looking at, or the cleaning of private parts of a student's body. As such the school expects all members of staff to follow Safeguarding and Child Protection procedures at all times. The following guidelines are to be followed during Intimate Care to ensure safer working practice:

- At no point during intimate care will a member of staff be allowed to have their mobile phone, or any other electronic device with photo taking or video recording capabilities with them.
- Where possible a member of staff will change a student or assist with intimate care when there is another member of staff in the room.
- If this is not possible the member of staff must inform another member of staff that they are about to assist with the intimate care or changing of a student.

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- Where possible a student must be assisted by a member of staff of the same gender. This particularly applies to older children.
- In no circumstances should student helpers (not siblings) assist with intimate care.
- The member of staff will record the intimate care task on the **INTIMATE CARE RECORD SHEET**.

INTIMATE CARE PROCEDURE

1. The student will be taken to a private area, such as a gender appropriate toilet or a room with adequate screening.
2. Students in Year 1 and above should only be changed/receive Intimate Care standing up, unless a physical disability does not allow them to do so, in which case a mat, changing bed or suitable surface should be used.
3. The member of staff will signal their intention to change a child's nappy or assist with intimate care and ask for the child's consent and respect the child's right to withdraw it.
4. The member of staff will speak to the child personally by name so that they are aware of being the focus of the activity and are able to feel safe and secure.
5. The member of staff will give an explanation of what is happening in a straightforward and reassuring way, this will enable the child to be prepared for and to anticipate events. This will also support their understanding of the toileting procedure.
6. The member of staff will, where possible, encourage the child to wipe private parts of the body themselves during intimate care, to encourage dignity and independence.
7. The student's parents/guardians will immediately be contacted and informed that intimate care tasks have been carried out.

FIRST AID AND INTIMATE CARE PROCEDURE

- If a child has injuries to a private area of their body, the same principles of privacy and safeguarding mentioned above will apply.
- The school nurse and a second member of staff must be present at all times during the treatment of a student.
- Where possible a member of staff of the same gender should assist the nurse with the treatment.
- If this is not possible any other member of staff should be present unless a student expresses that he/she is uncomfortable with having that member of staff there, in which case an appropriate member of staff has to be summoned for assistance as quickly as possible.
- The student should be asked to show a member of staff the injuries. If necessary, the student should remove their own clothing in a private room.

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- An older sibling in the school can assist with the change of clothes if he/she volunteered to do so but the school nurse or a member of staff of the same gender should be present at all times.
- If the genitals are injured, e.g. hit by a ball, a cold compress may be applied by the child on top of their clothing.
- For injuries where there is bleeding the parents/guardians should be contacted to attend to it, unless it is a medical emergency causing immediate distress.
- All members of staff involved in the treatment will complete and sign a **TREATMENT OF INTIMATE PARTS** form and hand the original to the principal and a copy to the Health and Safety officer for filing.
- Parents must be informed of any injury to a student's intimate areas.

SAFEGUARDING AND CAUSE FOR CONCERN

If a child is regularly coming to school in very wet or soiled underwear, or there is evidence of excessive soreness that is not being treated, or members of staff are concerned about a child's actions or comments whilst carrying out any personal care or first aid, the concern must immediately be reported via My Concern using the school's **Cause for Concern Procedure**.

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