



**BRITISH SCHOOL
OF GENEVA**

INTIMATE CARE POLICY

Implementation Date – September 2024

Review Date – July 2025

Definition

Intimate care includes: care tasks of an intimate nature, associated with bodily functions, bodily products, and personal hygiene which demands direct or indirect contact with, or exposure of, the sexual parts of the body.

Intimate care tasks specifically identified as relevant include:

- Supporting a pupil with dressing/undressing (underwear and swimming costumes)
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, when the student is not able to help him or herself unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell (this may involve cleaning / wiping / washing intimate parts of the body)

It is essential that every child be treated as sensitively as possible, appropriately for their needs and according to the situation. Children should be treated with dignity and respect and given privacy appropriate to the child's age and situation. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentiality and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Purpose

The purpose of this policy is:

- To safeguard the rights and promote the best interests and welfare of the children
- To ensure children are treated with sensitivity, respect and in such a way that their experience of intimate care is a positive one
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children and to assure them that staff are knowledgeable about intimate care and that their individual concerns are taken into account

Staff involved with their intimate care need to be sensitive to the student's individual needs. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

In accordance with the school's Terms and Conditions, parents are expected to give signed permission allowing staff members to act in loco parentis, in everyday school life and residential trips if the need were to arise.

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, particularly in the case of younger students. Staff will always encourage children to attempt undressing and dressing independently.

Providing comfort or support

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child-initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this must be gently but firmly discouraged in a way which communicates that the touch is unacceptable. Incidents of this nature should be reported to the Safeguarding lead teacher.

Medical procedures

The Principal must be notified of any medical issues which may require intimate care.

Soiling

Intimate care for soiling should only be given to a child after the parents have given permission, in line with the school's Terms and Conditions, for staff to clean and change the child.

If the parents/carers or emergency contact wishes to attend and is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. A child will not be left on his/her own whilst waiting for a parent to arrive, an adult will stay with him/her, giving comfort and reassurance. If a parent/carer or emergency contact cannot be contacted or cannot attend, the Principal will be notified. Staff will act appropriately and may need to come into some level of physical contact in order to aid the child. All incidents of intimate care provision will be recorded on the Engage Daybook and parents informed (Appendix 2).

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

Application

If a child needs to be cleaned, two members of staff must be present and they will have to make sure that the following steps are respected:

1. School staff are to consider what additional support the child may require and involve the child as far as possible in his or her own intimate care.
2. A box is available in the First Aid Room, containing the required operational material, including gloves, mask, apron, wipes, disinfectant, bag for soiled clothing etc. Copies of the Record of Intimate Care Forms will be with the box and should be given to the Head of Primary - Ms Dara Evans or left with Head of Administration - Ms Morgane Versolato in the tray near her desk.
3. It is essential that the adult who is going to change the child informs another member of staff of the task being undertaken
4. The toilet or First Aid Room door must be left ajar and another member of staff must be behind it while the adult helping the child will clearly describe aloud each action about to be undertaken, in a friendly and reassuring way throughout the process. The child will be encouraged to care for him/herself as far as possible. Physical contact will be kept to the minimum possible to carry out the necessary cleaning.
5. If, during the intimate care of a child, he or she is accidentally hurt, misunderstands or misinterprets something, he or she will be reassured, his/her safety will be ensured and the incident will be immediately reported and recorded, as will any unusual emotional or behavioural response by the child. A written record of concern be made and kept on file. Privacy will be given appropriate to the child's age and the situation.
6. The soiled items are to be securely wrapped in a plastic bag, unwashed, and sent home with the child.
7. The changing area/toilet is to be left clean. Any soiling that can be, will be flushed down the toilet. When necessary, the admin staff will contact the maintenance personnel.
8. The events are to be recorded on the Intimate Care form on Engage Daybook and ensure parents are informed.

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves and, when necessary, a mask.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Attempting to contact parents/carers for the child

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Informing the Principal
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Safeguards for children

There is an obligation on schools to ensure that staff who have substantial, unsupervised access to children undergo police checks.

- All staff at the British School of Geneva are police checked
- It is not appropriate for students (teaching or work experience) or volunteers to carry out intimate care procedures



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Permission Form for Intimate Care Provision

Should your child have an accident (soil or wet themselves) in school and require changing, we are willing, with your permission, to clean and change your child as required. We will follow the procedures outlined in our "Intimate Care Policy". This role will always be undertaken by a member of staff (teacher or classroom assistant) and you will be informed that an incident has taken place.

In such an event, please indicate below how you would like us to proceed.

In the event of my child having an accident in school and needing to be cleaned and changed, I give permission for a member of staff (teacher or classroom assistant) to clean and change him / her.

Child's name _____

Parent signature _____

Date _____

OR

In the event of my child having an accident in school and needing to be cleaned, I would like to be contacted so that I can come to school.

I accept that if the school is unable to contact myself or someone on the emergency contact list, a member of school staff will proceed to clean and change my child as based on the procedures outlined in the "Intimate Care Policy".

Child's name _____

Parent signature _____

Date _____



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Record of Intimate Care Provision

| | |
|-----------------------------|--|
| Name of Student | |
| Date of Incident | |
| Brief Description | |
| Member(s) of Staff involved | |
| Signature(s) | |

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