EL ALTILLO INTERNATIONAL SCHOOL | iSP International Schools Partnership

INTIMATE CARE POLICY

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DEFINITION AND OBJECTIVES

The main objective of El Altillo International School educational project is the comprehensive formation of our students, so we encourage their independence and autonomy; however, on occasion our youngest pupils need help with certain self-care routines, which is the reason for the need to write this document which sets out guidelines to be followed by all staff whose responsibilities include the intimate care of children.

To start with, we understand intimate care to comprehend any activity necessary for the personal care and intimate hygiene of a child, including:

- Washing and cleaning
- Dressing – undressing.
- Supervision of a child while he/she washes or cleans him/herself.

Secondly,the objectives are to:

- Safeguard the rights and promote the best interests of the child.
- Ensure that all children who require intimate care are treated with respect and sensitivity, so that the care provided promotes their well-being.
- Protect the personal privacy of the child.
- Protect the adults who have to attend to the intimate care needs of children.
- Raise awareness and provide clear guidelines for action when it is necessary to assist a pupil in his or her intimate care.
- Inform the parents about how intimate care is provided at school.

RESPONSIBILITIES OF THE INTIMATE CARE PERSONNEL

- All employed staff must provide the Centre with a certificate of offences of a sexual nature in accordance with current legislation.
- Know and be familiar with the intimate care policy and guidelines contained in this document.
- To carry out those activities involving intimate care that are agreed upon by the school and parents, who must sign a written consent for such care to be provided.
- Keep the written documents where parents give or withhold their consent to provide intimate care to their children in the classroom.
- Inform the Designated Safeguarding Leader of any concern regarding intimate care practices.

PROTECTION OF INTIMATE CARE PERSONNEL

All personnel in charge of intimate care must be aware of the potential danger of being accused of malpractice, so it is necessary to take all precautions possible to avoid this risk. These protective measures are:

- Verbally inform a companion that intimate care of a child is going to take place.
- When providing intimate care, a second member of staff should be close by and the door of the respective room open.
- As far as possible allow the child to give verbal consent to the person who attends him/her.
- As far as possible, allow the child to choose the sequence of care.
- Be attentive to the child's reactions and report to a partner any behavior, symptom or body sign that seems strange to you during the process of intimate care.

GOOD PRACTICE GUIDELINES

When a child needs to change his/her clothes, wash him/herself or clean him/herself if, for example, wetting in the toilet, soiling, vomiting, incontinence, etc., the responsible staff will encourage the child to undress and dress him/herself, in a place that respects his/her privacy, supervising that the child dresses and grooms him/herself correctly. When the child does not know how to change himself/herself, the staff member in charge shall inform a colleague that he/she will proceed to help the child to undress, dress and clean him/herself. When finished, they shall ensure that the dirty clothes are put in a bag and handed to the parents, informing them of the reason for the change of clothes.

These guidelines will vary according to the age and reaction of the child, as older children should also be comforted and reassured, ensuring their privacy as much as possible. At all times and irrespective of age, the following should be followed.

- Treat the child with dignity and respect and ensure the child's privacy at all times.
- Promote the child's self-esteem and body self-concept. Self-esteem and positive self-concept are protective factors against possible situations of child abuse.
- In order to encourage a child's independence and autonomy, involve him/her in their intimate care. If the child is totally dependent, it is convenient to talk about what is going to take place and offer options when possible.
- Make sure you know your own limitations, carrying out those activities that you understand, feel competent and confident doing. Don't hesitate to ask questions or seek help when you don't know how to do something.
- Inform a partner and parents of any concerns that may arise in the process of intimate care for a child.
- If accidentally during the intimate care sequence a child is harmed or a situation occurs that can be misinterpreted, reassure the child, ensure the child's safety and report the incident in writing to the Designated Safeguarding Lead.