

Intimate Care Policy

Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the girls
- To ensure girls are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- 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 daughters

Principles

It is essential that every girl is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, every girl should be allowed to exercise choice and should be encouraged to have a positive image of her own body. It is important for staff to bear in mind how they would feel in the girl's position. Given the right approach, intimate care can provide opportunities to teach the girls about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the girl's right to privacy and dignity is maintained at all times.

Definition

Intimate care is one of the following:

- Supporting a girl with dressing/undressing
- Assisting a girl requiring medical care, who is not able to carry this out unaided
- Cleaning a girl who has soiled herself, has vomited or feels unwell

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a girl in getting dressed or undressed particularly in Reception. Staff will always encourage girls to attempt undressing and dressing unaided.

Soiling

Intimate care for soiling should only be given to a girl after the parents have given permission for staff to clean and change her. Parents who have daughters in Reception will be asked to sign a permission slip giving staff consent form so that staff can clean and change her in the event of her soiling herself. (See attached form).

If a parent has not given consent, the school will contact the parents giving specific details about the necessity for cleaning the girl. If the parents/carers is able to come within a few minutes, the girl will be comforted and kept away from the other girls to preserve dignity until the parent arrives. Girls will not be left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The girl will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school will seek to gain verbal consent from parents/carers for staff to clean and change the girl.

If parents cannot be contacted the Head or the Deputy Head of the Junior School will make the decision to ask staff to assist the girl which may involve some level of physical contact. Parents will always be informed where this is occurred and why the action was taken.

If a girl needs to be cleaned, staff will make sure that:

- They inform another member of staff who is aware that an action is being taken
- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the girl throughout the process
- The girl is encouraged to care for herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning
- Privacy is given appropriate to the girl's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the girl

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