



Intimate Care Policy

How do we ensure the safety and well-being of students at our school? Measures related to the intimate care of minors.

Created: July 2021
1st Revision: July 2022
2nd Revision: July 2023
3rd Revision: July 2024
4th Revision: July 2025

INDEX

1. DEFINITION
2. OBJECTIVE
3. PROCEDURES
4. GOOD PRACTICE GUIDELINES

1.- FOUNDATION AND DEFINITION

The main goal of the educational project at International Aravaca is the holistic development of our students. To achieve this, we promote their independence and autonomy.

However, younger children sometimes require help with certain personal care routines. Hence, the need to create this document, which outlines the procedures to be followed by all staff members responsible for providing intimate care to minors.

Intimate personal care refers to any attention or assistance that involves washing, touching, or carrying out a procedure that involves or exposes intimate areas—tasks typically carried out by individuals themselves, but which some students may be unable to perform due to their level of autonomy, abilities, or other special needs.

The procedures referred to include any necessary activity for a minor's personal care and intimate hygiene:

- Washing and hygiene
- Dressing and undressing
- Supervising students during hygiene routines
- Care related to continence
- Menstrual care procedures
- Attention and treatment in cases of falls and/or accidents in intimate areas

2.- OBJECTIVE

The purpose of this policy is to protect minors, support the staff in contact with them, and contribute to the comprehensive development of the students.

- To provide a safe environment for all students who may require intimate care
- To safeguard the safety, privacy, and right to intimacy of students in the school.
- To ensure that all individuals receiving intimate care are treated with respect and sensitivity, so that the care provided promotes their well-being.
- To support the right to participate in and be consulted about their own intimate care, as far as possible
- To provide staff with clear guidelines so they feel protected and confident when offering intimate care.
- To inform families about the intimate care services the school provides

3.- PROCEDURES

RESPONSIBILITIES OF STAFF PROVIDING INTIMATE CARE

- School staff must hold an up-to-date criminal record certificate in accordance with legal requirements, including checks from the past ten years if they have worked abroad, and must submit it to the designated person.
- Read the intimate care and safeguarding policy included in this document and consult the designated staff member if any concerns arise.
- Provide intimate care only when previously agreed upon between the family and the school. Written consent must be signed by the family before care is administered.. [Link authorization](#)
- Consent documents signed by parents should be securely stored in the school's medical office. Scanned copies will be accessible to relevant staff members.
- In general, families will be informed when their child has required assistance with intimate care (e.g. in case of an "accident" where the child wets or soils themselves). This communication can be in person or via phone.
- Any concerns about intimate care practices must be reported to the Designated Safeguarding Lead (DSL).

SPECIFIC CASES:

- For students requiring regular intimate care due to medical reasons, a written agreement will be established between staff, the family, and other involved professionals such as school nurses or physiotherapists.
- These care arrangements will be communicated to all staff members who interact with the student.
- Intimate care due to exceptional medical situations should, whenever possible, be provided by medical staff at the school.
Medical staff will inform the student's teacher or tutor to ensure they are aware of the situation at all times.

PROTECTION OF STAFF PROVIDING INTIMATE CARE

To protect staff members from potential allegations of inappropriate conduct, the following measures are recommended:

- Inform another staff member verbally before attending to a child's intimate care
- Stay within sight of another staff member during the procedure, or keep the door open
- Explain each step of the care procedure to the student beforehand
- Whenever possible, allow the student to give verbal consent
- Let the student choose the order in which steps are carried out
- Observe the child's reactions during the procedure and report any unusual behavior or signs that could indicate a concern

4.- GOOD PRACTICE GUIDELINES

When a student needs to change clothes, wash, or clean themselves due to wetting, soiling, vomiting, or incontinence, the responsible staff member should encourage the child to undress and dress independently in a private area, supervising to ensure they are doing so correctly.

If the child cannot manage alone, the staff member should notify a colleague before assisting. Afterward, the dirty clothing should be placed in a bag and given to the family, with an explanation of the reason for the clothing change.

These guidelines may vary depending on the child's age and response, as older children also need reassurance and comfort, with maximum privacy ensured.

Regardless of age, good care always includes:

- Treating the child with **dignity, respect**, and always **ensuring their privacy**.
Providing, as much as possible, a calm space to carry out care, and using **gentle language**, free of shouting or judgment.
- Promoting the child's **self-esteem and body awareness**. Positive self-concept and self-esteem are protective factors against potential abuse.
- Encouraging **independence and autonomy**; involve the child in their own intimate care. Explain descriptively what steps will be taken and offer options whenever possible.
- If any doubt arises during intimate care, seek help from a colleague.
- Report any concerns during the process to a reference person at the school (coordinator, Guidance Department, or Safeguarding Team).
- If the child is accidentally hurt during care, or if a situation occurs that could be misinterpreted, **reassure the child, ensure their safety**, and report the incident in writing to the **Designated Safeguarding Lead (DSL)**.
- If any concerning marks are observed on the child's body or if there are indicators of potential abuse. [Link indicadores](#), complete a **yellow form** and provide a **body map description**. [Link mapa corporal](#).

