



## Allsorts Gloucestershire

### Intimate Care Policy

#### 1. Introduction

##### 1.1 Access to information

If you require this information in any other accessible format please contact:

Allsorts  
The Exchange  
Brickrow  
Stroud  
GL5 1DF

[info@allsortsglos.org.uk](mailto:info@allsortsglos.org.uk)  
01453 750474

##### 1.2 The purpose of this policy

This policy sets out Allsorts' approach to providing intimate care for members and activity participants. Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some individuals are unable to do because of their young age or disability. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of pupils involved in intimate self-care.

#### 2. Responsibilities

- 2.1 Allsorts must ensure the welfare and dignity of all members, volunteers and employees as far as is reasonably practical.
- 2.2 For children and vulnerable adults, Allsorts must safeguard safety and dignity.
- 2.3 Allsorts has a responsibility to minimise risks to staff, and, where possible, to eliminate them.
- 2.4 Managers are responsible for ensuring that all staff are aware of this policy and are appropriately trained in the administration of personal care as relevant to their role and duties.
- 2.5 All staff have a responsibility to inform their line manager when they assist with personal care.

### **3. Permission and record keeping**

- 3.1 Permission to receive help with intimate care should be given by the parent or young person when they join a new activity.
- 3.2 Wherever possible, permission should be given by young people on each occasion that they require intimate care.
- 3.3 A record should be kept when intimate care has been administered and this should be available to parents and carers on request.

### **4. Provision of supplies**

- 4.1 Young people should bring their own changing bag with the relevant equipment for intimate care with them to activities.

### **5. Staff**

- 5.1 Intimate care may only be administered by staff who have enhanced DBS checks and are trained in the administration of intimate care.
- 5.2 Staff may not administer intimate care alone: two members of DBS checked staff must be present at all times.
- 5.3 Where possible, and/or at the preference of the young person, the staff members administering intimate care should be of the same gender as the young person.
- 5.4 If a young person requires personal assistance in a non-accessible toilet, one staff member should assist the young person while the other stands at the door to provide privacy by preventing others entering. In this way no staff member is ever left alone with a young person in the toilet.
- 5.5 If a young person requires hoisting then a member of staff trained in moving and handling should be present at all times, and Allsorts' Moving and Handling policy should be adhered to.

### **6. Hygiene**

- 6.1 Any disposable gloves, changing mats, soiled nappies and wipes used in the administration of intimate care should be sealed in a nappy sack and put in the bin in the accessible toilet.
- 6.2 Any surfaces used should be sprayed and wiped with antibacterial spray and the cloth used disposed of hygienically.
- 6.3 Hands should be washed thoroughly after taking gloves off and antibacterial gel can be used as an extra precaution.