

## Allsorts Gloucestershire

### Personal Care Policy

#### 1. DEFINITIONS AND ABBREVIATIONS

The following definitions, abbreviations and acronyms are used in this policy:

- **Child** or **children** refers to someone aged under 18.
- **Staff** and **staff members** means all Allsorts employees, support workers and volunteers (including trustees).
- **Vulnerable adult** refers to someone who is, or may be in need of community care services by reason of disability, age or illness; and who may be unable to protect him or herself against significant harm or exploitation. This definition of an adult covers all people over 18 years of age.

#### 2. INTRODUCTION

##### 2.1 ACCESS TO INFORMATION

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

Allsorts  
Unit 9  
Brunel Mall  
Stroud, GL5 2BP  
01453 750474  
[info@allsortsglos.org.uk](mailto:info@allsortsglos.org.uk)

##### 2.2 THE PURPOSE OF THIS POLICY

This policy sets out Allsorts' approach to providing personal care for members and activity participants. Personal 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 which 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 individuals involved in intimate self-care.

### 3. RESPONSIBILITIES

- 3.1 Allsorts must ensure the welfare and dignity of all members, volunteers and employees as far as is reasonably practical.
- 3.2 For children and vulnerable adults, Allsorts must safeguard safety and dignity.
- 3.3 Allsorts has a responsibility to minimise risks to staff, and, where possible, to eliminate them.
- 3.4 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.
- 3.5 All staff have a responsibility to inform their line manager when they assist with personal care.

### 4. PERMISSION AND RECORD KEEPING

- 4.1 Permission to receive help with intimate care should be given by the parent or young person when they join a new activity, through the short break participant form.
- 4.2 Personal care preferences and instructions on the short break participant form should be adhered to. Children and young people should not be admitted to short break activities without a completed short break participant form.
- 4.3 Personal care will not be administered to an activity participant unless within a short break setting or on a short break trip.
- 4.4 Wherever possible, permission should be given by young people on each occasion that they require personal care.
- 4.5 A record should be kept when personal care has been administered and this should be available to parents and carers on request.
- 4.6 Parents or carers should be informed each time personal care is administered.

### 5. PROVISION OF SUPPLIES

- 5.1 Children and young people should bring their own changing bag with the relevant equipment for intimate care with them to activities.

### 6. STAFF

- 6.1 Personal care may only be administered by staff who have enhanced DBS checks.
- 6.2 Staff may not administer personal care alone: two members of DBS checked staff must be present at all times.
- 6.3 Where possible, and/or at the preference of the young person, the staff members administering personal care should be of the same gender as the young person.
- 6.4 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.

6.5 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.

## 7. HYGIENE

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

<b>Policy adopted</b>	October 2012
<b>Last revision date</b>	September 2018
<b>Last revised by</b>	Georgia Boon