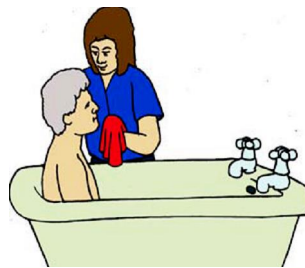


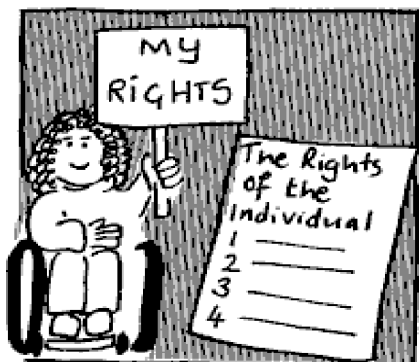
# Rules Staff Members must follow when they are helping you to look after your Body



Easy Read version of the Good Practice Guidelines on the Provision of  
Personal & Intimate Care (2014)

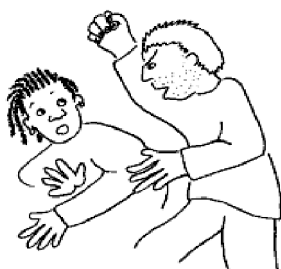
June 2014

## 1. You have rights



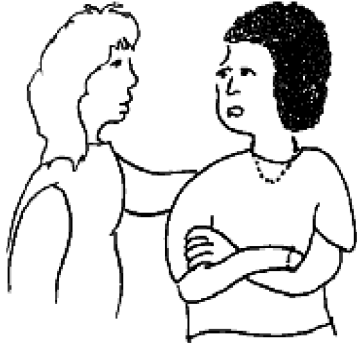
- To be safe from abuse.
- To be safe from neglect.
- To be able to look after yourself.
- To be able to make choices.

Abuse is when someone hurts you or treats you badly.



## 2. More about rights

Abuse is always wrong and should not happen



If these things happen to you or your friends you must tell someone you trust.

### 3. People who help you to look after your body must keep important rules.

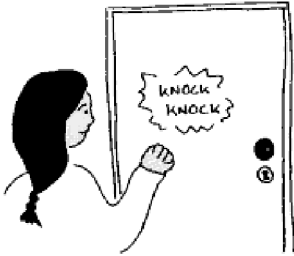
The rules are written in this book.



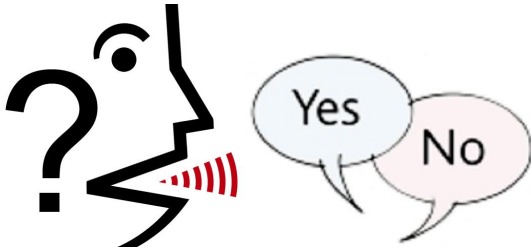
**Rules staff members must follow  
when they are helping you to  
look after your body.**



#### 4. Rules staff members must keep when they are helping you to look after your body.



Staff members must always knock before coming into your bedroom or bathroom.



You can say %Yes+or you can say %No.



When you are dressing or washing a sign must be put on the door telling your friends and all staff members to stay out.



Staff members must use a screen to make sure you have privacy when you share a bedroom.

## 5. More about the rules

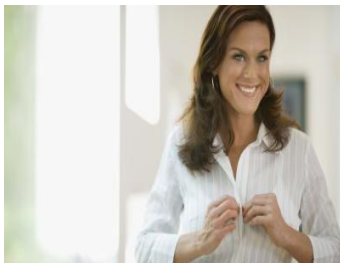


Staff members must keep the bedroom door and the bathroom door closed when helping you with bathing or dressing.



Staff members must ask if it is okay for them to help you.

You can say %Yes+ or you can say %No+



Staff members must let you do the job yourself if you can.



Staff members must listen to you and respect your feelings

## 6. More about the rules



You can choose the person to support you.



Staff members must always cover your body with a towel when you have finished bathing.

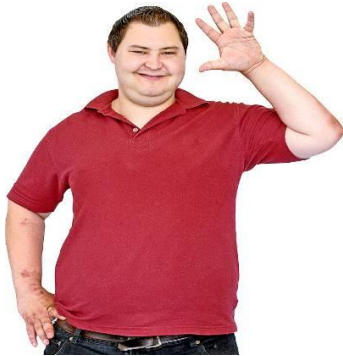


Staff members must always ask you if it is okay to get more staff members to help.



When 2 staff members are helping they must never speak to each other and ignore you.

## 7. More about the rules



Before staff members help you they must always say hello and tell you what they are going to do.



You must tell someone you trust if staff members touch you in a way that upsets you.



Staff members must wear gloves and use a flannel/washcloth or cleansing wipes when they are washing your private parts.



Staff members must **stop** if you say stop or if you get upset.



## 8. More about the rules



Staff members can only speak about your personal issues in a quiet private place.



Staff members cannot help you to use a commode in your bedroom if you share this bedroom with someone else.



You are not allowed to bring anyone to the bathroom as this is not your job