
Personal Care Policy

Introduction

- 1.1. City of Bristol College is an inclusive College with a number of students enrolled on courses across the College who require assistance with personal care
- 1.2. The College recognises its duty and responsibility to ensure the welfare and safeguarding needs of students and vulnerable adults in receipt of personal care and to provide a service that promotes a safe and secure environment for both staff and students in accordance with the Equalities Act 2010
- 1.3. 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 some students are unable to do because of their physical difficulties or other special needs. Examples include care associated with incontinence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing

Policy Statement

- 2.1. This policy seeks to respect the dignity of, and to provide a safe environment for, students and vulnerable adults who require personal care assistance
- 2.2. This policy seeks to ensure there is a safe working environment for staff who deliver personal care to students.

Scope

- 3.1. This Personal Care Policy has been developed to safeguard students and staff. It applies to everyone involved in the intimate care of students.
- 3.2. This policy covers the responsibilities of all staff delivering personal care, either part-time, agency or full-time members of staff.
- 3.3. The Head of Additional Learning Support, in consultation with the Learning Support team leader, will be directly responsible for ensuring only trained staff deliver personal care
- 3.5. This procedure should be read with reference to the Safeguarding and Child Protection Policy and Procedure

Procedure

- 4.1. All staff involved in personal care will receive either in-house or external training on delivering personal care with regular updates. Staff will be made fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate
- 4.2. Only staff who have completed the appropriate training and familiarised themselves with the student's specific risk assessments will facilitate the delivery of personal care

4.3. Staff will work in close partnership with parent/carers, the students involved, and other professionals to share information and provide continuity of care.

4.4. Where students with complex and/or long-term health conditions have a health care plan in place, the plan should, where relevant, consider the principles and best practice guidance in this Personal Care Policy

4.5. There must be careful communication with each student who needs help with personal care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the student is of an appropriate level of understanding, permission should be sought before starting an intimate procedure.

4.6. All students in receipt of personal care will be involved in the creation of their individual personal care plan and to be encouraged to develop as much independence as appropriate. The plans will be held within their Pro-Monitor record.

4.7. The religious views, beliefs and cultural values of students and their families should be considered, particularly as they might affect certain practices or determine the gender of the carer

4.8. Two members of staff will work together to deliver personal care in order to to support the development of best practice

4.9. All members of staff involved will be trained in the use of the hoist. All hoists will have daily/pre-use checks carried out by trained staff and regular inspections and certified under LOLER Regs 1998. Each student will have a clear handling plan included in their risk assessment for those who need use of the hoist

Policy Review

This Policy will be maintained and updated regularly by the Head of Additional Learning Support Department in line with wider requirements and considering links to other College policies.

Linked Policies and Procedures:

- Safeguarding Policy & Procedures
- Administration of Medication Policy
- Keeping Children Safe in Education (KCSIE)
- SEND Policy
- Manual Handling Policy

Version 2	
Approved by:	SLT
Date of approval:	15th April 2023
Date for Review:	Default is 3 years unless more frequent review is required – Annually
Lead Officer:	Head of Additional Learning Support
Senior Manager responsible:	Director of Student Experience, Quality and Safeguarding