



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