

Personal Care Policy

Policy type: Local
Approved by: LGB
Effective from: June 2026
Revision date: June 2027

Purpose

The Personal Care Policy has been designed in conjunction with the Safeguarding Policy to recognise that children/young people in need of personal care support are vulnerable in a specific way and to ensure that when pupils at the Sixth Form College Farnborough need intimate care, it is of high standard and both the student and the member of staff involved are kept safe. The purpose of this Intimate Care Policy is to:

- Define the intimate care offered by the college.
- Clearly outline the support that the college offers students who need intimate care and how we will keep them safe.
- Outline good practice in terms of intimate care.
- Ensure that all staff are safe supporting students who need intimate care.

The policy has been designed using best practice guidance on the [key](#) and [government](#) guidance.

Key Personnel

Role	Designated Person	Contact details
Principal	Zoe Smallman	zsmallman@farnborough.ac.uk
Designated Safeguarding Lead	Matt Smith	msmith@farnborough.ac.uk

Member of staff responsible for students with medical needs	Kirsten Halvorsen Catherine Hichens	khalvorsen@farnborough.ac.uk chichens@farnborough.ac.uk
Head of Study Support	Stephani Pistorius	spistorius@farnborough.ac.uk
SEND link Councillor	Kirstie van Oerle	kvanoerle@farnborough.ac.uk

Meeting student need

The Sixth Form College Farnborough recognises that all students have differing needs during their time in education. A student may not be fully independent in terms of intimate self-care for various reasons. A student may be dependent on long-term support for personal care. We see toilet use as a self-care skill that all young people have the opportunity to access with the full support and non-judgemental regard of adults.

Young people with toileting needs who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential. We are committed to ensuring that all pupils can access the whole curriculum and are able to be included in all aspects of college life.

Any particular needs that a student may have will be dealt with sensitively and professionally in collaboration with parents/carers. Students who have personal care or continence needs will be attended to in a designated area within college. Parents may be contacted in individual cases, as arranged between the college, student and parent/carer.

All students in need of intimate care will have an Intimate Care Plan which will outline the support they need. This written Intimate Care Plan will include:

- the name of designated supporting staff (and back-up staff);
- the designated place for intimate care to take place;
- the resources/equipment that will be used (e.g. a rotary turner);
- review arrangements for the Intimate Care Plan. To ensure that student needs are met, the Intimate Care Plan will be discussed and agreed with parents and carers and college will provide training for all staff who deliver intimate care.

Roles and Responsibilities

The College's Local Governing Body (LGB) has determined the following key responsibilities for and will monitor the effectiveness of the different teams in undertaking these responsibilities.

The Head of Study Support and / or the nurses are responsible for:

- Identifying the student's intimate care needs;
- Arranging and accessing appropriate training as available;
- Coordinating the intimate care provision for the student which meets those needs;
- Securing relevant services for the student where necessary;
- Ensuring that Intimate Care Plan is maintained and up to date;
- Liaising with and providing information to the parent/ carer of the student, where appropriate;
- Wherever reasonably possible the intimate care provider will be the same sex as the young person;
- Taking a mobile phone into the room where intimate care is provided and keeping it switched off. The phone is needed in case of an emergency;
- A named member of staff (and back up) will be the only member of staff who provide intimate care;
- If any staff are concerned about practice, they should immediately raise this concern with the Designated Safeguarding Lead.

The Senior Management Team are responsible for:

- Ensuring that this policy and procedures are fully implemented;
- Ensuring sufficient resources are allocated for staff training.

Local Governing Body are responsible for:

- Ensuring that the College has appropriate policies in place and that these are updated regularly.

Admission arrangements

Students have the opportunity to identify themselves as having difficulties that require extra support during the application and enrolment procedure or at any time during their time at College. Students and their parents / carers should make contact with the Study Support Team or the college nurses, during Open Evenings or Information Evenings, at interview or during the induction process at the start of term.

In all cases, advice and information is sought where possible, from parents, schools and outside agencies.

Complaints and appeals procedures

Any student or parent who has a complaint should send a letter to the Principal. The Principal will delegate a senior member of staff to investigate complaints and will make an initial response within ten working days.

Related Policies and Documents

- Safeguarding policy
- Health and Safety policy
- DfE SEND Code of Practice: 0 to 25 years (January 2015)
- Equality and Diversity Policy
- Equality Act 2010
- The Children and Families Act 2014
- Individual Healthcare Plan
- Personal Emergency and Evacuation Plan (PEEP)

Appendix:

Intimate Care Plan Template:

Name of school / setting:	
Name of person completing plan / responsible for plan	
Link to Individual Health Care Plan:	
Link to PEEP:	
Student name:	
Name of supporting staff:	
Name of relief supporting staff:	
Where support will take place:	
Equipment needed:	
Staff training requirements:	
Date to review the plan:	
Further comments / notes:	

Describe need, frequency of support, what care is provided and detail how:

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Signed and dated:

Student:		
Parent / carer:		
College representative:		