

## **PRIVACY AND CONFIDENTIALITY GUIDELINES**

All students have a right to privacy. Many children do not understand, 'private and public'. Staff have a particular duty to ensure that privacy is respected, modelled and nurtured in pupils.

### **Personal care**

All students requiring personal and intimate care needs have a clear care plan which has been agreed with parents/carers and where ever possible the student

Students are treated at all times with respect, sensitivity and ensuring their right to privacy

Staff encourage and support students to manage personal care and hygiene matters as independently as possible

*Please refer to Guidelines on the provision of assistance with intimate care and bodily functions.*

### **Records/Files:**

- All families and students have access to their own files on receipt of a written request. However there is no right of access to any record which would be likely to cause serious harm to their physical, mental health or that of anyone else – including anything which suggests that they are or have been the subject of or at risk of child abuse.
- All staff have access to all records except anything related to child protection, which will be shared on a need to know basis.
- These should only be discussed with other staff and professionals working with the child, e.g social workers, when necessary and appropriate.
- Contents of files are shared only with individuals with a right to access or who need to know their contents in order to safeguard and promote the students welfare.
- Students should not be discussed outside Fosse Way school environment.
- If staff use students information for training purposes names must not be used.

### **Child protection:**

If staff are concerned that a student has been mistreated either physically, sexually, emotionally or by neglect they must:

Report the matter to the Head or Deputy Head (Child protection officer)  
Keep the matter confidential.

Write a dated noted of what has been noticed, said and done, and pass to the head or deputy, keeping a copy.

Do not investigate the matter or question the student.

For further information refer to Child Protection Policy and Guidelines.

## **Residential students**

### **In addition to the above for the students in the residential area:-**

Staff should ensure that students are taught how to manage personal hygiene and washing. This needs to be done privately with an awareness that embarrassment may be caused.

Staff should always knock before entering student's rooms.

Students have private and personal belongings. Students rooms are only to be searched for missing items. E.g library books, tapes.

Student's items needed in order to wash and dry themselves should to be easily to hand.

If students wet or soil the bed staff need to manage the matter discretely. The student should be given the opportunity to bath or shower in private without the knowledge of other pupils.

Staff should not enter bathing/showering areas without,

1. A good reason to enter.
2. Knocking loudly.
3. Calling out for permission to enter, or if necessary, and the student believed to be at risk, or requiring help, informing the student that they will be entering.

### **Telephones/Letters:**

Students have a right to private phone calls. Staff should not listen in to these conversations. If supervision or support is necessary staff do not intrude on the privacy of calls made.

Staff should enable and assist students to use the telephone.

Staff cannot withdraw a students right to use the telephone.

Students can write and receive letters without staff knowledge of the contents.

If there are clear grounds that the student's welfare is at risk from the use of telephone or postal communications, staff should intervene appropriately to protect the welfare of the student. The placing authority or parent are to be contacted immediately and any restriction discussed and agreed upon.

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