

Students – Dignity and Respect

For use by whom:	All staff
Commencement date:	September 2002
Reviewed:	June 2017
Next Review:	June 2018

Policy Statement

The College believes that every student has the right to live their life with privacy, dignity, independence and choice, and that the daily routines of the College should reflect this and should be flexible, adaptable and user-centred. The College will work in collaboration with all legal and caring agencies to uphold these rights.

The College adheres fully to the *Essential Standards of Quality and Safety as set out in the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 and the Care Quality Commission (Registration) Regulations 2009*, which amongst others, covers the degree to which the registered manager of the College ensures students' rights are respected and responsibilities recognised in their daily lives.

Aim of the Policy

The policy is intended to set out the values, principles and policies underpinning this College's approach to privacy and dignity. The College believes that privacy is the absolute right of every student and, is an integral factor in the preservation of each individual's personal dignity.

Privacy Policy

All students of this College should:

- be offered private, single accommodation furnished, decorated and equipped to a high standard which they may use and enjoy as and when they wish
- have the right to choose to share a room with a friend of the same sex
- have a lock on their door
- be able to entertain family, students of the same sex and others [subject to satisfactory security checks] in private in their rooms as they wish
- be entitled to expect confidentiality in all matters, and for their permission to be obtained whenever private information needs to be made available for others (excepting that information necessary for staff to provide proper care).

Dignity Policy

All students of this College should:

- be treated with dignity in the way in which the staff deal with dressings, bathing, feeding, incontinence and all other needs
- be addressed in the manner that they choose (eg by their first name or nickname)
- have the right to address all staff by their first name
- be respected for their individuality, their views and the way in which they are accustomed to conducting their lives
- be consulted on any matter or activity, which may impinge upon their life within the College in any way, and to have their wishes respected
- retain all the rights enjoyed by individuals remaining in their own accommodation or Colleges within the community
- be entitled to have their own culture, religious practices and beliefs observed and respected at all times.

Staff should:

- always treat students with sensitivity, respect and thoughtfulness
- always knock before entering a student's room
- never enter a student's room without the permission of the student
- always address students by the title or name that they prefer
- always treat students as individuals
- allow and encourage students to do things for themselves whenever appropriate
- never gossip about students
- never discuss private or personal issues with a student in public
- avoid the use of patronising or insulting language
- give appropriate room and space to students
- always treat students in a dignified and sensitive way when performing intimate care tasks.

Training

All new staff are required to read the policy on privacy and dignity as part of their induction process. Existing staff will be offered training to National Training Organisation standards covering basic information about confidentiality, privacy and dignity.

Signed:

Date: June 2017