

## **Sidestrand Hall School Residential Privacy Policy**

### **Philosophy**

Sidestrand Hall School residential provision provides an environment where all boarding pupil's privacy including confidentiality is respected and maintained.

### **Aim**

The residential staff team, Governing Body, Senior Leadership Team and the school staff team are committed to ensuring that boarding pupil's are safeguarded and the rights of all individuals are respected.

### **Strategies**

### **Records**

All residential records relating to or naming individual boarding pupils containing confidential information are kept securely within the residential units and offices in locked filing cabinets. Records are not to be removed from the school premises without prior authorisation from the Residential Managers/Head Teacher. Please read this in conjunction with the school data protection policy and Residential reporting and recording policy

### **Boarding environment**

Residential staff knock and wait for a response prior to entering a boarding pupil's bedroom. If there is no response or young people have communication difficulties staff will knock again, announce who it is and inform the pupil they are entering the room.

In cases of a fire alarm activation or if a residential staff member has safety concerns for the boarding pupil a knock and enter practice will take place. Boarding pupils are expected and actively encouraged to knock and wait but not enter fellow boarder's bedrooms. At times when residential staff and boarding pupils are together in a bedroom, the door must **ALWAYS** be open. All bedroom doors are fitted with automatic door guards. Residential staff under no circumstances should sit on a boarding pupil's bed. If appropriate to stay inside the room for a period of time (i.e. during bedtime story), residential staff should sit preferably on a chair.

Residential staff do not enter bathrooms and toilets during use by boarding pupils, except when following intimate care procedures or an emergency (main house boarding pupils are expected on admission to be as independent as possible in bathing and toileting to reduce the need of staff being present in a bathroom).

If intimate care is required parents will have signed and intimate care consent form. The plan will outline the areas and levels of support required.

### **In school communication**

All information relating to individual boarding pupils is treated as confidential, in line with GDPR current guidelines, whether of a general nature or of a personal nature. No communication/transfer of information should take place where other persons may overhear confidential information. Information relating to individual boarding pupils is only shared with appropriate and relevant school day staff.

## **Boarding pupils contact and communication**

All boarding pupils can make and receive private telephone calls; this is facilitated within each residential unit having a private pay phone installed and a cordless telephone available or privacy available in the office. This is to enable boarding pupils to make contact with parents/carers, Independent persons, significant others, Social Workers and Family Court allocated Guardians or legal representatives.

All boarding pupils can write and receive private mail, which will not be opened by residential staff. All pupils have access to a school email so that they are able to send and receive emails.

Rooms are available for boarding pupils to meet privately with visitors such as parents/carers, Independent Person, Social Workers, health professionals, criminal justice workers, Guardians or Solicitors.

The Residential Manager or an appropriate member of residential staff are available in the role as appropriate adult to support boarding pupils at parent/carers request or appropriate to any child protection needs.

## **Boarding pupil's belongings**

All boarding pupils have an individual lockable drawer in their bedroom.

Boarding pupil's possessions can only be searched in accordance with school guidance for Search of Possessions and with clear grounds. A search of possessions can only be warranted if a failure to carry out a search might put at risk the welfare of the boarding pupil or others.

Boarding pupils pocket money and other valuables will be stored safely within a locked area. Records will be kept of the valuables being looked after. To promote independence pupils may keep a small amount of pocket money in their locked drawers if they wish.

Boarding pupils have access to laundry facilities where they will be supported to take care of their clothing.

## **Health**

Residential staff are to follow school procedures and individual placement plans for boarding pupils with intimate care needs. In the case that a pupil needs support in intimate care parents will have given written consent. Intimate care should not be provided unless in an emergency situation or the pupil has an intimate care plan in place. Residential staff will be trained in providing intimate care respecting pupils dignity and privacy.

Female boarding pupils are to be supported and encouraged by residential staff to self manage their menstruation in a sensitive and dignified manner. Pupils will be provided with relevant resources such as social stories if required. Staff will support if it is outlined on their intimate care plan.

Medication is administered in the pupils individual boarding area.

Residential staff work in a sensitive and respectful manner regarding individual boarding pupils relating to gender, sexual health and sexuality.

The residential provision may use noise sensitive monitoring equipment in an individual's bedroom. This is only ever used to ensure welfare and safety relating to those diagnosed

with epilepsy, where a Health Authority care plan is in place. Parental consent will be gained for this.

### **Roles and Responsibilities**

It is the responsibility of the Residential Manager's and all residential staff to ensure that the strategies set out in this policy are adhered to at all times.

It is the responsibility of all residential staff to ensure, encourage and support the promotion of respect, privacy and confidentiality throughout the school.

### **Associated Documents**

- Safeguarding Policy
- Data Protection Policy (GDPR)
- Vulnerability and Lone Working Policy
- Intimate Care policy
- Residential Administration of Medication Policy
- 'Whistle-Blowing' by Staff Policy