

<b>Local Procedure Title</b>	<b>Respect for Dignity and Courtesy Including Showering and Changing Local Procedure</b>
<b>Site</b>	<b>Sketchley School, Forest House and Progression House</b>
<b>ECS Policy number and title</b>	<b>ES17: Respect for Privacy and Dignity</b>
<b>Local Procedure template reference</b>	<b>4</b>
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<b>Local Procedure Author(s)</b>	<b>J Wookey</b>
<b>Local Procedure Ratification</b>	<b>Checked and Approved by:</b>

### Rationale

All students and staff have the right to dignity and privacy and to be treated with courtesy and respect.

### Aims

The staff will:

- Treat each student with courtesy and respect.
- Have regard for each student's right to dignity and privacy.
- Encourage students to value each other.
- Demonstrate courtesy and respect by example.

#### 1. Courtesy to all students

- Communicate with students in an appropriate manner, e.g. using speech, symbols, visual cues, photos, objects of reference or signing to enable them to understand what is happening.
- Always communicate to the student that 'something is going to happen'.
- Give each student time to respond – observe body language.
- Value each student's responses.
- Never discuss students in their hearing unless they are part of the discussion.

#### 2. Privacy

- If a personal care routine is taking place, do not enter the bathroom area.
- Never take visitors into a bathroom area when it is in use.
- Always encourage students who are able to be independent to be private when they use the toilet – remember to close the door, make sure they are properly dressed afterwards, etc.
- Respect student's property and never move or borrow it without asking permission.
- Never discuss students' bodily functions in public.

### **3.Dignity**

#### **Personal care of pupils**

Pupils working towards independence with their personal care skills (toileting, dressing/undressing, personal hygiene) will be following a programme. You must follow the guidance of these programmes.

#### **IF IN DOUBT ASK!**

At all times sensitivity and care must be taken to ensure that pupils understand what is required and are given time to meet expectations.

You will need to balance the need for privacy and dignity against the need to protect pupils and yourself in vulnerable circumstances. It is important that staff teams make sure that pupils and staff are not in situations where they could be vulnerable.

The emphasis should be on staff providing the minimal level of assistance and intervention, compatible with the particular circumstances of the pupil's needs.

There may be occasion where a distressed pupil needs comfort and reassurance which may include comforting as a responsible carer would. Adults should ensure that what would be considered normal and natural in such circumstances does not become unnecessary and unjustified contact and should be appropriate to the age and size of the young person.

#### **4.Changing for PE and swimming**

Adults must always change and shower privately; never in the same space as students.

It is recommended that students should where appropriate change for PE, particularly when the exertion rate will necessitate a change of clothes for reasons of hygiene, however, it is understood that for some students this will cause unnecessary difficulties and may preclude them from attendance at PE. If this is the case changing will be at the discretion of the teacher.

Sensitive arrangements should be considered for all students with particular needs such as religion, cultural background, sexual orientation as some students may need to change in a private space away from others.

Single sex changing rooms are available in both schools and should, in normal circumstances, only be used by that gender.

The members of staff supervising changing should base a judgement of whether to be in the changing rooms on the individual needs of the students involved. If it is safe to do so, staff should not be in the changing area but must remain in close proximity and be vigilant to disturbance so that they can intervene as necessary.

When staff need to enter changing areas they should announce it to students prior to entering.

Cameras and recording equipment should not be taken into changing facilities and students should be made aware of this. Staff should explain to students that they should inform a member of staff if others have recording equipment in changing facilities.

If students regularly require assistance changing, a care plan should be written detailing the level of support to be given and be agreed by all parties including parents. Assistance should be given openly and should be undertaken with the least amount of physical contact necessary.

**If any allegations about a member of staff arise, from any source, they must be reported to a DSL who will act in accordance to school procedures.**

**Off site changing rooms such as at a public swimming pool or gym**

Individual changing facilities should be used if available and communal changing with the public only used as part of a programme of community integration and then only when carefully risk assessed.

Consideration should be given to the possibility of pupils changing in school prior to and after community activities.

Staff should as far as possible supervise the same sex and consideration should be to the gender mix when planning any off site activities.