

Sheringham Woodfields School



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Registered Charity: Friends of Sheringham Woodfields School - 1127142

DIGNITY, RESPECT AND CONFIDENTIALITY POLICY

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| Approved by SMT: 7 th Jan 2019 | Approved by Staff: 21 st Jan 2019 | Approved by Governors: N/A |
| Next Review date: Spring 2022 | Person(s) responsible for review: SLT | |

At Sheringham Woodfields School everybody can expect to be treated as a valued member of the school community.

We must continuously set an outstanding example so that all others can learn from it.

If we see or hear things that give us cause for concern it is our duty to act. We can speak to the people concerned or report it to a member of the leadership team. In this way we can maintain a culture which supports high self-esteem, trust and positive relationships.

We also protect ourselves as much as possible because we work in very vulnerable situations.

Dignity and Respect mean that we have a high regard for others and treat them with consideration.

Dignity and Respect for all:

- We listen to each other
- We understand and value differences
- We express our thanks and appreciation
- If we have concerns we raise them in the best way to ensure there is a positive outcome for the school
- We follow the school guidance and procedures
- We recognise the worth of the contribution of others
- We support each other to do the best we can, no matter what roles we have
- No favouritism is displayed
- Problems and concerns will be respected and dealt with as quickly and sensitively as possible

Dignity and Respect for pupils:

- It is unacceptable to talk over the heads of pupils as if they are not present
- If we need to talk about an individual's ability or character we will either try to include that person, or do it in a discrete way
- We need to allow pupils the time they need to respond to us and express themselves
- Personal preferences are taken into account and all pupils should have the opportunity to make informed choices
- Pupils will learn to respect others through the PSHE curriculum and through daily opportunities in school
- Pupils participate in the decisions concerning them, where appropriate, if they can
- Pupils have a right to privacy when dealing with personal care
- We encourage independence
- It is important to try to understand the cause of challenging behaviour and support pupils in dealing with this

Confidentiality means that we can all speak or write in the confidence of firm trust and assured expectation. We understand that much of our information is sensitive.

Confidentiality for all:

- If unsure, treat information as confidential
- Important medical information and behaviour management information should be available to all involved with the individual. This needs to be looked after carefully
- Pen pictures and home school diaries are public documents and need to be written with this in mind.
- Confidential communications always need to take place in private places (e.g. not in corridors)
- We need to be careful about what information about our work is shared outside school
- We keep professional and personal relationships separate when we need to

This statement will be shared with others that we work with.

To be read in conjunction with:

- School Mission Statement and Aims
- Complaints policy
- Staff handbook
- Safeguarding policy
- Prevent policy
- Intimate care policy