



# The Smith Foundation

## Policy on privacy and confidentiality

---

### Policy Details

---

<b>Status:</b>	In-house
<b>Frequency of review:</b>	2 yearly
<b>Lead member of staff:</b>	Caroline Booth
<b>Last reviewed:</b>	Spring 2024
<b>Next Review Date:</b>	Spring 2026
<b>Policy Number:</b>	FWS16

---

### Foundation Details

---

The Smith Foundation ensures that student and staff privacy is respected and information about them is confidentially handled.

The Foundation and its staff respect a child's wishes for privacy and confidentiality so far as is consistent with good parenting and the need to protect the child.

It is the practice of all staff to be sensitive to the needs and privacy of students. Entrance to students' bedrooms, bathrooms and toilets will be done by knocking and requesting permission to enter. Students are taught to respect others' privacy. Students' bedrooms and bathrooms are fitted with a self locking facility. There is also the mechanism to enter a room from the outside by a member of staff using a key for safety and welfare reasons.

The Foundation's residential houses have CCTV provision. There are additional cameras around the Foundation's campus. The Foundation has a more detailed and specific policy in regard to CCTV and its use.

There is always a member of waking night staff on duty, recording movement in the public areas of the Foundation Monday to Thursday between the hours of 10 pm and 7.30 am to aid security and safety of all within.

In certain circumstances staff may seek the authority of a senior member of staff to enter a bedroom, bathroom or toilet. N.B. Where there are sufficient grounds to suspect that a student's safety is at risk. It is accepted that, on occasions, this can be against a student's wishes (see policy on searching a student's bedroom).

Students have 24 hour access to the toilet. However, students are encouraged to use facilities at the start and finish of lessons or an activity period or during natural breaks i.e. break time, lunchtime, etc. The Foundation encourages students to use shower and bathing facilities every evening and after physical exertion i.e. PE or sporting activities. Students are taught to launder their own clothes, however the Foundation has a central laundry where the majority of Foundation issued clothes are washed, dried and ironed.

Students are encouraged to be independent and understanding of their peers, their level(s) of hygiene and the affect on others.

The Foundation caters for students with minor disabilities. There is accommodation adapted to meet some needs and various access ramps are situated around the campus. Staff are expected to encourage individual students to care for their own needs and requirements with support. Where the individual student requires additional care and attention the Foundation has a qualified nurse to attend to minor complications.

Staff are aware and sensitive to gender issues.

The Foundation follows the Caldicott principles in respect of justifying the purpose of information which is kept and shared, using names of students carefully, using the minimum necessary identifiable information when sharing information, ensuring that only individuals who need to access information have access to it and ensuring that all staff are aware of their responsibilities and that procedures comply with legal requirements. Safeguarding and promoting children's welfare is always paramount.

The majority of confidential records are kept securely on the Foundation computer system. Older records are stored in the Therapy office in locked cabinets.

The Smith Foundation are compliant with GDPR regulations and as such all staff at Foundation are trained and know how to deal with and store information which they are given in confidence. Staff

have a duty and responsibility to report all issues that could have implications on a child's safety to their line manager (see policy on Child Protection). Note: this is a legal requirement. All staff at the Foundation disclosing information with regard to students' safety will be given full support. Repercussions in any shape or form will not be tolerated and could lead to disciplinary action. In line with GDPR Regulations, students and staff have a right to access all records in relation to themselves. This includes both manual and computer records. Access to personal, medical and health records is agreed.

The Foundation ensures that safeguards are continually reviewed in order to protect sensitive personal data i.e. racial/ethnic origin information, religious beliefs, political beliefs, sexual orientation, physical and mental health, criminal records.

Except in specified circumstances, processing of data will only be allowed with the individual's specific consent. The Foundation will not withhold any personal data unless there is an appropriate registration with the GDPR Regulations.

Students at the Smith Foundation are encouraged to maintain relationships and contact with their home environment in private, where possible, with prior consent of staff, either by phone, letter, email or visit. Helpline numbers are displayed in all residential houses in an age appropriate format. Students are provided with additional support to use communication aids if necessary.

Students/guardians and the students' local education authority will verbally agree a means of suitable contact prior to admission to the Foundation. In extreme situations, in order to protect a child's safety, a student's phone call may be monitored.

The Foundation provides space for students to meet privately with parents and other associated visitors. Visits are encouraged and valued.

All staff personal records are kept securely on the Foundation computer system.

In line with GDPR regulations, the Foundation reserves the right to protect the third party information that could affect the identity of an individual i.e. within abuse information.

The Foundation ensures that individuals are informed of its intentions to seek information and/or records i.e. medical, Disclosure and Barring Service etc. Individuals have a right to view this report/record prior to the establishment.

The administration department within the Foundation regularly reviews its system for access requests to data in line with GDPR regulations.

The Foundation ensures confidentiality and security on all aspects, including on websites, social media and networks where personal data is posted.