

POLICY STATEMENT

Each participant's right to privacy, dignity and confidentiality is recognised and respected by Kalina staff.

PROCEDURES

1. Each participant's right to privacy, dignity and confidentiality is respected through:
 - Respecting participants' choices in relation to their care/support services
 - Limiting the access of participant's information to only those that are involved in providing for their care/services.
 - Keeping participant information securely stored and ensuring the confidentiality of participant information.
 - Providing private spaces within the service for participants and their family to go to.
2. Participants are encouraged to spend time with family and friends. Family and friends are encouraged to visit (the SIL / SDA home).
3. Independence in undertaking the activities of daily living such as bathing, toileting and dressing is encouraged.
4. Bathroom doors are closed during showering and toileting when assisted by staff unless the participant has an objection, in this case care to maintain privacy will be taken. For example, not allowing others in the bathroom at this time.
5. Participants who do not require assistance with showering, toileting and dressing are encouraged to undertake personal activities in private.
6. Participants are explained and their consent is obtained for the Collection, use and disclosure of information in accordance with the Privacy Act.
7. If required, interpreting services are to be used.
8. If required, advocacy services are to be used.
9. Participants are to be treated with respect at all times.
 - Staff members must knock and announce themselves before entering rooms.
 - Participants are treated with respect and dignity at all times.
 - Staff must respect the right of participant to refuse care/treatments/services
 - Upholding the privacy & dignity of participants is reinforced to staff at induction, daily handovers, through education, and at staff meetings.
 - Consideration to specific cultural and spiritual needs are discussed on admission and noted in the participants care instructions
 - Feedback is gathered from participants/representatives through meeting, case conferences, surveys and audits and staff practices are monitored on an ongoing basis to ensure the needs of the participant in relation to privacy and dignity are met.