

## Care Certificate *progress log, mapping and sign-off document*

**Standard Number: 7**

**Standard Title: Privacy and Dignity**

### Document guidance

This document provides an overview of the outcomes and assessment criteria for Standard 7: Privacy and Dignity. It identifies the criteria within the Standard that should have been achieved upon successful completion of the underpinning knowledge within the Care Certificate workbook. Employees must demonstrate their competence in practice in order to fully achieve this Standard of the Care Certificate.

This progress log and sign-off document should be completed jointly by the employee and the manager/supervisor/assessor to confirm that all outcomes and criteria have been achieved in practice in the work setting. Supplementary evidence can be attached to demonstrate achievement and it is suggested to do so as good practice.

This document also provides an outline of the suggested mapping of outcomes and criteria within Standard 7: Privacy and Dignity of the Care Certificate to the recommended Qualifications and Credit Framework (QCF) unit, the National Minimum Training Standards for Healthcare Support Workers and Adult Social Care Workers in England and the Common Induction Standards. This document does not necessarily indicate direct mapping of criteria and therefore assessors and/or managers should ensure they follow the guidance below. Please note that when the term assessor is used throughout this document this could be the manager, supervisor or assessor and will be decided by the employing organisation.

This document should always be used in conjunction with the guidance provided in the Care Certificate Framework Technical Document.

### Guidance for assessors

Assessors must ensure that the learner has produced evidence for each assessment criterion that is valid, authentic, reliable, current and sufficient. Therefore assessors **must not assume** that if the mapping document indicates a criterion could have already been achieved, the mapped criteria within the QCF unit should automatically be awarded. Learners and assessors are responsible for ensuring that the outcomes and criteria within the QCF unit and standards below have been achieved to the required standard. For reference, within the column that refers to coverage of the relevant QCF unit, a **P** indicates that the Care Certificate criteria provides partial coverage of the relevant criteria within the QCF unit, whereas an **F** indicates full coverage.

The **Assessment method used** column is included to allow assessors to provide evidence of the type of assessment method that has been used to assess the Care Certificate criteria. This is likely to be noted as the Care Certificate Workbook, however, further evidence could include professional discussion, observation, question and answer, e-learning, witness testimony, etc. This column can also be completed to evidence competence using these example assessment methods.

The **Evidence location** column is included to provide a clear signpost to where the learner's evidence can be found. This may be within a portfolio of evidence, a continued professional development (CPD) file or electronically via e-learning or e-portfolio.

Unit number	Unit title	Level	Credit
A/601/8140	Implement person-centred approaches in health and social care	2	5
Y/601/8145	Promote person-centred approaches in health and social care	3	6

Care Certificate Standard 7 Outcome	Care Certificate Standard 7 Criteria	Knowledge/ Competence	Question within workbook	QCF unit: Implement person-centred approaches in health and social care P = Partial F = Full	QCF unit: Promote person-centred approaches in health and social care P = Partial F = Full	National Minimum Training Standards: Standard 7 – Person-centred care and support, Standard 8	Common Induction Standards: Standard 7 – Person-centred support, Standard 8 – Health and safety in an adult social care setting	Assessment method used	Evidence location	Sign-off initials	Date
7.1 Understand the principles that underpin privacy and dignity in care	7.1a Describe what is meant by privacy and dignity	K	7.1a	AC1.1 – P		7.1.1 7.1.2 7.1.3	S7 – 1.1 S7 – 1.2				
	7.1b List situations where an individual's privacy and dignity could be compromised	K	7.1b and c			7.1.1 7.1.2 7.1.3	S7 – 1.1 S7 – 1.2				
	7.1c Describe how to maintain privacy and dignity in the work setting	K	7.1b and c			7.1.1 7.1.2 7.1.3 8.3.3	S7 – 1.3 S8 – 3.3				
7.2 Maintain the privacy and dignity of the individual(s) in their care	7.2a Demonstrate that their actions maintain the privacy of the individual. This could include: • Using appropriate volume to discuss the care and support of an individual • Discussing the individuals care and support in a place where others cannot overhear	C		AC2.1 – P AC2.2 - P	AC2.1 – P AC2.2 – P AC2.3 – P	7.2.1 7.2.2 8.3.3	S7 – 2.1 S7 – 2.2 S7 – 2.3 S8 – 3.3				

	<p><b>7.2b</b> Demonstrate that the privacy and dignity of the individual is maintained at all times being in line with the person's individual needs and preferences when providing personal care. This could include:</p> <ul style="list-style-type: none"> <li>• Making sure doors, screens or curtains are in the correct position</li> <li>• Getting permission before entering someone's personal space</li> <li>• Knocking before entering the room</li> <li>• Ensuring any clothing, hospital gowns are positioned correctly</li> <li>• The individual is positioned appropriately and the individual is not exposing any part of their body they would not want others to be able to see</li> </ul>	<b>C</b>		<b>AC2.1 – P AC2.2 – P</b>	<b>AC2.1 – P</b> <b>AC2.2 – P</b> <b>AC2.3 – P</b>	<b>7.2.1</b> <b>7.2.2</b> <b>8.3.3</b>	<b>S7 – 2.1</b> <b>S7 – 2.2</b> <b>S7 – 2.3</b> <b>S8 – 3.3</b>				
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	<p><b>7.2c</b> Explain why it is important not to disclose anything about the individual that they may wish to be kept private, unless it is appropriate to do so. This could include:</p> <ul style="list-style-type: none"> <li>• Health condition</li> <li>• Sexual orientation</li> <li>• Personal history</li> <li>• Social circumstances</li> </ul>	<b>K</b>	<b>7.2c</b>	<b>AC2.2 – P</b>	<b>AC2.1 – P</b> <b>AC2.2 – P</b> <b>AC2.3 – P</b>	<b>7.2.1</b> <b>7.2.2</b>	<b>S7 – 2.1</b> <b>S7 – 2.2</b> <b>S7 – 2.3</b>				
	<p><b>7.2d</b> Report any concerns they have to the relevant person. This could include:</p> <ul style="list-style-type: none"> <li>• Senior member of staff</li> <li>• Carer</li> <li>• Family member</li> </ul>	<b>C</b>									
<b>7.3</b> Support an individual's right to make choices	<p><b>7.3a</b> Describe ways of helping individuals to make informed choices</p>	<b>K</b>	<b>7.3a</b>	<b>AC5.1 – P</b>	<b>AC5.1 – P</b>	<b>7.5.1</b>	<b>S7 – 5.1</b>				
	<p><b>7.3b</b> Explain how risk assessment processes can be used to support the right of individuals to make their own decisions</p>	<b>K</b>	<b>7.3b and c</b>	<b>AC5.2 – P</b>	<b>AC5.3 – P</b>	<b>7.5.2</b>	<b>S7 – 5.2</b>				

	<b>7.3c</b> Explain why personal views must not influence an individual's own choices or decisions	<b>K</b>	<b>7.3b and c</b>	<b>AC5.3 – P</b>		<b>7.5.3</b>	<b>S7 – 5.3</b>				
	<b>7.3d</b> Describe why there may be times when they need to support an individual to question or challenge decisions made about them by others	<b>K</b>	<b>7.3d</b>	<b>AC5.4 – P</b>	<b>AC5.4 – P</b>	<b>7.5.4</b>	<b>S7 – 5.4</b>				
<b>7.4</b> Support individuals in making choices about their care	<b>7.4a</b> Demonstrate how to support individuals to make informed choices	<b>C</b>		<b>AC5.1 – F</b>	<b>AC5.1 – F</b>	<b>7.5.1</b>	<b>S7 – 5.1</b>				
	<b>7.4b</b> Ensure any risk assessment processes are used to support the right of individuals to make their own decisions	<b>C</b>		<b>AC5.2 – F</b>	<b>AC5.3 – P</b>	<b>7.5.2</b>	<b>S7 – 5.2</b>				
	<b>7.4c</b> Ensure their own personal views do not influence an individual's own choices or decisions	<b>C</b>		<b>AC5.3 – P</b>		<b>7.5.3</b>	<b>S7 – 5.3</b>				
	<b>7.4d</b> Describe how to report any concerns they have to the relevant person. This could include: • Senior member of staff • Carer • Family member	<b>K</b>	<b>7.4d</b>								

7.5 Understand how to support active participation	7.5a Describe the importance of how valuing people contributes to active participation	K	7.5a, b and d	AC4.1 – P	AC4.1 – P	7.4.1	S7 – 4.1				
	7.5b Explain how to enable individuals to make informed choices about their lives	K	7.5a, b and d			7.4.2	S7 – 4.2				
	7.5c List other ways they can support active participation	K	7.5c			7.4.3	S7 – 4.3				
	7.5d Describe the importance of enabling individuals to develop skills in self-care and to maintain their own network of friends within their community	K	7.5a, b and d		AC4.3 – P AC4.4 – P	7.4.4	S7 – 4.4				
7.6 Support the individual in active participation in their own care	7.6a Demonstrate that they can support the active participation of individuals in their care	C		AC4.3 – P	AC4.4 - P						
	7.6b Reflect on how their own personal views could restrict the individual's ability to actively participate in their care	K	7.6b	AC4.2 – P							

	<b>7.6c</b> Report any concerns to the relevant person. This could include: <ul style="list-style-type: none"> <li>• Senior member of staff</li> <li>• Carer</li> <li>• Family member</li> </ul>	<b>C</b>									
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**Declaration of completion**

I confirm that the evidence provided by the employee meets the full requirements for **Standard 7: Privacy and Dignity of the Care Certificate**.

**Employee signature:** \_\_\_\_\_

**Name of assessor\*:** \_\_\_\_\_

**Assessor\* signature:** \_\_\_\_\_

**Completion date:** \_\_\_\_\_

\*The Assessor can be your Manager, Supervisor or someone else authorised by your employing organisation This individual provides confirmation that all learning outcomes and assessment criteria for the Care Certificate standard identified above have been completed and signed off by an authorising person.