

PROFESSIONAL BEHAVIOUR - STUDENT INTERVIEWS AND ONE TO ONE SITUATIONS

Introduction

The purpose of this policy is to protect students and staff and to provide guidance for staff when in the position of duty of care of students. The first and foremost professional duty of staff is duty of care of students in their holistic development. This policy provides a framework for staff as they work with students in a variety of educational settings. The policy is established with a range of common sense strategies designed to enable staff to work with students in a positive, mutually safe environment.

Teachers will sometimes be placed in a situation where they are required to spend time with a student alone. These may include, inter alia, all of the following:

- Supervision of a child left at the College or at a College function;
- Tutoring or coaching;
- A counselling, disciplinary or guidance interview;
- Taking a student to an event (this should only occur with the express permission of parents)
- First aid procedures.

Guidelines

In all of the above situations the following are essential for all staff to observe:

Whenever possible, one teacher-one student situations should be avoided. Invite another teacher or another student to join you if at all possible.

One on one tutoring or coaching with any student, should be conducted at a time and place where you are readily observable, such as lunchtime in the library and within “normal” school hours.

Where students come upset or in an emotional state to a tutoring situation, the teacher should ensure that the student is given space, perhaps alone, that you inform another teacher nearby if possible, and that you do not create an emotionally dependent situation. You should involve the College counselling staff if it appears to be anything other than a short-term problem.

Always have more than one student in any tutoring or coaching situation that you initiate. In any event, you should never conduct private tutoring in your own private home, or in theirs, when parents are not present.

Where it is not possible to add another person, (Music tutors will often be in this situation) then you should take the following actions or some similar action to suit the local circumstance.

1. Ensure you are in a well-lit and public place.
2. Let someone else know you are there. (Ring the parent and let them know you are alone, or ring another teacher).
3. Where possible, leave the office door open.
4. Sit well away from the student, not on the same seat or bench, if possible.
5. Avoid personal contact.

6. Keep the tone of the meeting professional. Avoid personal comments or discussions about private life that are not immediately relevant to the situation at hand.
7. After the meeting or event is finished, make a record of it, and perhaps tell another person it took place.

Staff will from time to time find it necessary to have meetings with individual students. Confidentiality may be essential and/or the material may be relevant to only one person. In these cases, all such staff should observe the following:

1. Where possible, leave the door open.
2. If that is not possible, ensure the window blinds are open and that you are sitting at a distance from each other.
3. If any situation arises which causes you concern, leave the room momentarily, and ask a colleague to walk by occasionally or to join you.
4. Keep a record of the event including time and place.
5. Meet sometimes out in the open. Go for a walk and select a quiet spot to talk. The Chapel may be appropriate in some circumstances.

Staff should carefully consider the appropriateness of the following circumstances and situations that may arise from time to time. Action should be taken to protect the safety and integrity of students and staff in all circumstances.

1. School Camps/Retreats

- a) Two staff on duty at all times, one female and one male.
- b) No individual transport of students without express knowledge and permission of parents.
- c) The provisions under “guidelines” apply when staff are at camp.

2. College Functions

Staff are required to be vigilant on these occasions which vary from formal (College Ball) to social informal (End of Performance function or End of Season function). The provisions under “guidelines” apply on these occasions.

Consequences

Staff who do not follow this policy closely leave themselves open to legal suit by students or parents, and by the College, and also to disciplinary procedures, even up to and including termination of their employment.

Approved by:	Principal/Board
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