



Guidelines for Staff / Learner Relationships

Introduction

Swansea College is committed to developing an educational environment which seeks to promote both academic and professional success in our learners and staff. Creating an environment that is free of behaviours which can undermine the important missions of our institute is a key component in achieving success. Creating an atmosphere of mutual respect, trust and fairness is essential. At Swansea College, both learners and staff are entrusted with significant responsibility in creating such an environment. Additionally, all staff should be aware that they have particular responsibility with respect to their evaluative roles relative to student work and with respect to modelling appropriate professional behaviours. Therefore, staff must be ever mindful of such responsibility in their interactions with their colleagues, and those whose education has been entrusted to them.

Responsibilities in the Staff/Learner relationships

The following sections provide the responsibilities of staff and students whom attend Swansea College (both full time and part time)

Responsibilities of Staff

The information contained in this section refers in general to permanent, temporary and self-employed staff. However, if a staff member is in doubt please seek clarification from the Principal.

- A professional relationship will be maintained with students, which avoids over-familiarity, favouritism or collusion.
- All students must be given a fair and just allocation of interest and support from staff within the context of varying individual needs.
- No student will be discriminated against or treated disrespectfully on the basis of ethnicity, disability, gender, academic ability or personal characteristics.
- Students must be given clear boundaries and deadlines so that their educational experience is planned and structured.
- It is the responsibility of teaching staff to ensure that students have a positive learning experience and are enabled to provide comment on their experience in a variety of ways. For example, providing timely feedback with constructive suggestions and opportunities for improvement when needed.

- All student complaints and concerns must be taken seriously and dealt with in accordance with the student complaints procedure. Management should be informed of problems at the earliest opportunity.
- Staff will on no occasion have physical contact with students other than to protect the student, themselves or others from a potentially harmful situation.
- No staff member to provide personal contact details to a learner. Nor should any staff request such information from a learner apart from for general administration etc.
- No staff to directly arrange any tuition with a learner unless SSC has granted authorisation.

Responsibilities of the Learner

The information contained in this section refers to learners attending all courses both full-time and part-time.

- Treat all fellow learners and teachers with respect and fairness.
- Treat all fellow learners and teachers equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
- Commit the time and energy to your studies necessary to achieve the goals and objectives of each course.
- Communicate concerns/suggestions about the curriculum, teachers, or the learning environment in a respectful, professional manner.
- To attend all classes and to be on time. Failure to do so will be recorded and reported to guardian and/or sponsor.
- No learner should approach any staff member requesting personal information (e.g. telephone number/home address/personal email).
- No learner to directly request and/or arrange separate tuition with teaching staff unless authorised by SSC.

Behaviours Inappropriate to the Teacher-Learner Relationship

The following behaviours listed refer to those which demonstrate disrespect for others or lack of professionalism in interpersonal conduct. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviours, certain actions are clearly inappropriate and will not be tolerated by the institution. These include, but are not limited to, the following:

- Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same;
- Sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner's academic progress)
- Harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation;
- Loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects);
- Discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- Requests for others to perform inappropriate personal errands.