

SG.24 PERSONAL DISCLOSURES POLICY

APPROVED BY	EXECUTIVE LEADERSHIP TEAM	VERSION	2019
REVIEW STAKEHOLDERS	• TE TAURUNGI/PRINCIPAL	Last reviewed	2019
	▪ HEADS OF SCHOOL	Published	December 2019
	▪ ACADEMIC DEAN	Review period	3 YEARS
		Next review	2022
PURPOSE	To inform students of the likely outcomes from disclosures of a personal nature made to staff of BTI where these raise questions about students' fitness for the professional field, capacity to progress in a programme, personal safety, or the safety of others.		

POLICY

- 1 Staff will use professional discretion in relation to information of a personal nature disclosed by students. Where possible, the student's agreement to the release of information will be obtained.
- 2 In the context of the relationship between staff members and students, professional discretion can be taken to mean that the extent of confidentiality applicable to any conversation will depend on the nature of the issues raised and the implications of these issues on the student's capacity to progress, and in due time graduate, in their programme of study.
- 3 Where a student discloses information which leads a staff member to be concerned about their fitness to practice in their field, the safety of the student or of others, or the student's capacity to progress within their programme of study, the staff member will consult the Head of School.
- 4 Course Coordinator (or equivalent)/Programme Leader may, at their discretion, refer the matter to:
 - a. An external counsellor or health professional for emotional/psychological/medical assistance
 - b. The Head of School
- 5 The Head of School may refer the matter to:
 - a. The relevant Course Coordinator (or equivalent)/Programme Leader for consideration of a studentship review according to General Academic Regulations.
 - b. If of significant concern, it will be referred to the Executive Leadership Team.
 - c. A legal advisor.