

School 1

ARH

From the Headmaster

ASB

29 January 2010

PRIVATE AND CONFIDENTIAL

ARH

Head of English

School 1

Dear ARH

Further to our recent conversations regarding the investigation which was carried out into various allegations made against you, I thought it may be helpful just to set out in detail my expectations of you now that the final findings have been passed to you and the official report has been filed.

In regard to the situation which arose while you were on staff at Knox, the investigation found that the concerns about possible reportable conduct were not supported by the findings of the investigation, but your taking photographs of boys in their swimwear, your conveying boys to sport in your car and your taking boys to Squash out of school hours was perceived by senior staff at Knox as potentially being professional misconduct. I have noted your explanations, particularly relating to your taking photographs of boys, but you have conceded that there may have been a lack of professional judgement involved, in that at the very least that you did not appear to realise that your behaviour was capable of being misconstrued.

In any event, I note in this connection that you have not driven School 1 students other than those who are members of your family anywhere in your car, and nor have you taken photographs of School 1 students.

That said, in the light of the investigation, it might be wise from School 1 perspective in future if you were not to take photographs of students in any circumstances, and if you were not to drive students anywhere in your car, and I thus ask you not to do so. If you were to require photographs to be taken of students in relation to an English Department or a sporting context, then Mrs REDA REDAC in the Enrolments Office is able to do so by arrangement. School 1 Staff Handbook prohibits members of staff driving students anywhere in their cars.

In relation to your non-disclosure of the circumstances that were associated with your departure from Knox, I have said that I accept your explanation of your reasons for not doing so, neither at the time you were appointed School 1 nor in February last year when I questioned you directly about it. I understand that you were advised at the time not to say anything about it in any future employment situation, even though you received nothing in writing to that effect and signed no confidentiality agreement with Knox about your departure.

So far as the situation regarding REDACT is concerned, your frequent meetings with RED over a short space of time created an impression that inappropriate professional behaviour was occurring. That too was not supported by the investigation.

School 1

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Headmaster's Correspondence

Date: 11 FEB 2010

For Action:

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CONFIDENTIAL

I have accepted your explanation as outlined both in our various discussions and also in your letter responding to the Letter of Preliminary Findings, that you were meeting **REDACT** for sound educational purposes, to provide individual tuition with the knowledge and approval both of his parents and of his classroom English teacher. I also note that you believed you were closely following school-determined protocols for such meetings.

I therefore confirm that you are not prevented from meeting with individual students as part of your normal professional duties both as Head of Department and as a classroom teacher – including **REDACT**, if that is appropriate – to provide them with assistance or support in regard to their English work. I nonetheless make explicit my expectation that you would only do so under conditions and in circumstances which conform exactly with School 1 protocol for such assistance in relation to your obtaining approval from the student's parents and notifying the class teacher if it is not a student from your own class that you are seeing the student; to your meeting with the student in a highly public place or in a place where your visibility and that of the student is unobscured or unimpeded; to your proximity to the student, maintaining absolutely no physical contact of any kind whatsoever; and to your generally maintaining the highest standards of professional conduct in that setting at all times. These standards are not different from that which I expect to apply when any staff member here meets individually with a student for any purpose at any time.

We have also discussed the use of your school laptop for storage of images of students from other schools, or of other boys, as well as for accessing internet sites which at best appear to be marginal in their appropriateness as regards School 1 Staff Code of Conduct as it relates to such use of your school-supplied computer. Risk-assessing your own behaviour in this context, especially anticipating that at some point in time your laptop might be viewed by, or fall into the hands of students, seems to me to be at the very least exercising sound professional judgment, and I note your undertaking that from this point onwards you will not use your school-supplied computer for any purpose other than for your professional duties. I note for the record that the hard-drive in your school-supplied laptop has now been replaced, and that you no longer have access to content stored on the hard drive that was removed from your laptop during the investigation.

In summary, I cannot emphasise enough how important it is that you monitor your own professional behaviour and judgment from the perspective of how your behaviour in a given context might appear to others. School 1 Staff Code of Conduct provides a framework within which the behaviour of all members of School 1 staff is and will be judged. I expect that you will adhere to it rigidly – not to restrict your professional performance of your duties, but to minimise the risk of your behaviour in any sense being misconstrued or misconceived.

As you would understand, it is necessary for me to conclude this letter by pointing out that any future breach of or departure from the expectations of your professional behaviour set out specifically in this letter, or in the School 1 Staff Handbook or School 1 Staff Code of Conduct, may result in employment-related consequences for you.

That said, please also be assured of my continuing personal support for you as we continue this phase of School journey together.

I would be grateful if you could acknowledge your receipt of this letter by signing the second copy and returning it to me at your earliest convenience.

Yours sincerely

ASB

HEADMASTER

I acknowledge receipt of this letter.

ARH

Signature

10.2.10

Date