

Interview with Martin Gooding - Director of Staff.

12.30pm .

Code of Conduct.

- Staff Handbook.
- Blue book - new staff.
- * - Mandated 'Scots' policy to Martin.

Process for new staff - anyone.

- Advertisement
- Interviews - references
- CCYP screened, prior to letter of appointment.
- Letter of appointment: ① Child protection re. Prob./ screening.

Induction process

- all new staff - 1x full day initially.
 - routines
 - responsibilities
 - Go through all policies.
 - follow up with a session.

Casual Staff

- 2 x types: Mandated that were previous employees
- An agency supplies 95% of casuals.
 - "Select" - casual agency possibly for independent schools.

Q: Depends on circumstances on how long at school re. how much knowledge they get.

E: Explanation re. 'casual teachers' getting more allegations against them.

Performance Appraisal

- we have performance management that goes on all the time.
- We have a review system for every staff member & ongoing counselling for every staff member.
- How DY deal with a teacher misconduct issue
 - dealt with by Head of department & myself. Done on low level.
 - we have 'beefed up' bullying policy - staff on student, staff on staff etc.
 - mainly dealt with by a counselling process.

Grounds Staff

- Deal with it the same as teachers & if it was a child abuse matter.

Complaints Policy

- How do you let students/parents know as they can complain.
- A - ① In student's diary - (we have copy).
- ② Know ~~news~~ newsletters weekly to parents.
 - Full time "community Liaison" sections.

Staff Development

- All staff at the beginning of year go through CP legislation.
- AIS do training for new staff • Recognising child abuse

Cultural Issues

- No policy
- Deal with all kids individually.
- Deal with Thai kids differently from Koreans kids, to Country kids.
- Few complaints.

Restraint Policy

- Not an issue -
- If going berserk - "go outside & do it".

Record keeping Systems

- Child abuse notifications kept in principals area which is locked.
- Counselling teachers: kept

CCYP

- just new staff & back one year.

Policy on out-of-hours contact

- No policy
- Teachers are told they can't have out-of-hours contact.

Policy on Students attending Parties.

- - told can't drive kids anywhere.
- kids left at oval - kids bused back to school.

KNOX INTRANET site:

- eventually put policies on.

- Proactive how to ~~more~~ educate students about gender issues.

Recommendations

- Central complaints register.
 - bullying

- Policy - Code of conduct

- CP Policy - wait until new legislation

- Host Families
 - Prohib. checks.
 - 'Billetts'.