

## SG.24 PERSONAL DISCLOSURES

APPROVED BY	<b>STRATEGIC LEADERSHIP TEAM</b>	VERSION	<b>2016-v1</b>
REVIEW STAKEHOLDERS	• DEAN	Last reviewed	2016
	▪ HEAD OF OPERATIONAL SERVICES	Published	December 2016
	▪ HEAD OF TEACHING & LEARNING	Review period	3 YEARS
		Next review	2019
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.		

### 1 PURPOSE

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### 2 POLICY

1. Staff will use professional discretion in relation to information of a personal nature disclosed by students. In general, personal disclosures are not shared with other staff members and are dealt with by the staff member concerned as part of their pastoral care responsibilities at the Institute.
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 his or her 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 student's programme coordinator.
4. The programme coordinator may, at his or her discretion, refer the matter to:
  - a. An external counsellor or health professional for emotional/psychological/medical assistance
  - b. The Strategic Leadership Team
5. The Strategic Leadership Team may refer the matter to:
  - a. The relevant programme coordinator for consideration of a studentship review according to General Academic Regulations.
  - b. A legal advisor.