



POLICY STATEMENT

STUDENT MANAGEMENT TEAM INTERVIEW PROTOCOL

1.0 Introduction

- 1.1 It is important that students understand the Student Management Team's interview process, and have confidence and trust in its integrity.
- 1.2 The following protocol is an attempt to set a context for students to assist them in their understanding and trust of the interview process.

2.0 Setting the Context of the Interview with the Student

- 2.1 Explain to the student:
- The issue to be discussed; The boundaries of confidentiality e.g., if it appears the wellbeing of any person are at risk, the boundaries of confidentiality may have to be extended. In this case we will inform the student that this is our responsibility;
 - That there will be the opportunity for the student to explain their position and they will be listened to;
 - The possibility that other students/adults may also be asked to discuss this issue with us;
 - They will be asked if there is anyone else we should speak to regarding the issue; and
 - We will take notes during the discussion. This is to ensure our communication and details are accurate. This record may also help us achieve fairness and consistency on other occasions.
- 2.2 Ask the student if they have any questions about the process, and attempt to answer these as plainly as possible.
- 2.3 When the incident has been fully explored and a course of action determined, it will be important to explain to students the reasons for this action.
- 2.4 Student perceptions of fairness and consistency are important and it will help them if we take the time to further their understanding and their trust.