



## **Trinity College Pathways School: Guidelines for meetings with individual students**

The following guidelines aim to assist staff who are required to engage in meetings with individual students to do so in a Child Safe manner. All Trinity staff and volunteers are required to obtain and maintain current Working with Children Checks and undertake Child Safe Standards training.

### **Tutoring and Academic Assistance**

Trinity College academic staff provide individual support to students. Individual tuition and mentoring should take place, where possible, in a public study area and in plain sight. If a classroom or office is used, the door should be left open\*.

### **Professional staff meetings with students**

Meetings between professional staff (academic administration, marketing and admissions, student services) and students should be conducted in a purposeful and professional manner\*.

Significant interactions, such as academic progress meetings, attendance reporting meetings, and discipline meetings should be documented in the student management system. Such meetings should be held:

- a) in a room with high visibility and/or with the door open
- b) with two staff members in attendance
- c) with a support person for the student (if they wish)

### **Dealing with distressed or angry students.**

When dealing with a distressed or angry student, staff should take the following steps:

- move the conversation to a quiet setting like a classroom or office and keep the door open
- ask a colleague to attend
- give the student the opportunity to have a support person, such as another student, a counsellor, family member or friend present.
- document the details of the incident in the student management system
- refer the student to appropriate support people such as: counsellors, the complaints officer or an Associate Dean as required.

If the staff member feels threatened or in danger they should not meet with the student. If the student is exhibiting dangerous or violent behavior call the police.

For further training on dealing with difficult or distressed people contact your manager or HR.



Where there are no other staff available to attend, a meeting should be scheduled for an appropriate time when relevant staff can be in attendance.

### **Examination supervision**

Exams should be conducted in a room with high visibility. The door can remain closed to prevent disturbances. Any meeting with a student that occurs at an exam venue must follow the same protocols as meetings on campus.

### **Counsellors/Nurses meetings and students**

The counsellors and nurses are trained practitioners who require privacy to conduct sessions with students. The open-door policy does not apply to these professionals. The Chaplain is also exempt from this requirement\*.

### **Meetings away from Trinity College or University of Melbourne campuses**

Staff should not organise to meet students off campus except in the following circumstances:

- a) An approved excursion
- b) A club or sporting activity organized by Trinity College
- c) Accommodation provider checks where an issue has been raised (2 staff members in attendance)
- d) A Health professional (nurse or counsellor) accompanying a student attending an external health service
- e) A mentor meeting (in-person\*\*or online\*).
- f) At an examination venue
- g) Offshore marketing events such as exhibitions / presentations\*\*\*

\*Where individual meetings are taking place online, the platform used must be Microsoft Teams; both student and staff member to be in an appropriate location; in an appropriate state of dress; meetings to occur during school hours, approved consultation times or hours that are supportive of a positive student experience. Staff are encouraged to speak with their manager/supervisor where they require guidance.

\*\*Mentor meetings must be conducted in an age-appropriate open public space such as a market, café or park.

\*\*\*Meetings with students at exhibitions and recruitment activities should occur in open public spaces. Under no circumstances should the student enter a staff member's hotel room.

Staff, Volunteers and Mentors should not meet students in their homes or accommodation.



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**If you are unsure how this document translates to your situation or would like information on dealing with students in the classroom, please speak with your manager/supervisor for clarification.**