

Visiting Tutors Information and Guidelines

Revised 12.10.2016

Please take time to read the following. The aim is to specify, clarify and formalise our expectations of your role here and, in return, what we provide for you to carry out your work in a safe and efficient manner. It provides a comprehensive account of the working conditions, our fire, health and safety procedures, and the support you can expect to receive whilst at the School. We hope you find it useful. If you have any comments, please contact the Office.

ACCIDENTS AT WORK

If you suffer an injury or illness on our premises, you should contact a first aider. The Office can give you contact details. Helena O' Sullivan, the Office Manager, is also first aider. You must report any accidents causing an injury, however minor, and complete an accident report form.

For more general information on health and safety information, contact the Office.

BULLYING and HARASSMENT

The School is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation and to support this, please ensure you are familiar with and compliant with the following. Any breaches of the policies may lead to termination of the contract.

Whilst every effort is made to avoid prejudice and harassment, we recognise that members of the school may experience this both within and outside the school. It is the personal responsibility of all members of the school community, whether students or staff to ensure that no one has to suffer any form of harassment, which is considered to be a disciplinary offence. *Harassment can broadly be defined as any unwanted behaviour which could be abusive, offensive, intimidating, or hostile and which affects an individual's dignity or integrity.* Some general examples of harassment might include unwanted physical contact, unwelcome or derogatory remarks about an individual, racist remarks, persistent teasing, offensive name calling, offensive mail, comments about personal characteristics, unfounded criticism or bullying.

Differences of attitude, background or culture and the misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another. *The defining feature however, is that the behaviour is unwelcome or intimidating to the recipient and would be regarded as harassment by any reasonable person.*

Any individual who suffers harassment will have the full support of the School in putting a stop to it. The School reserves the right to ask any member of the school community, student or staff, to leave the school on the basis of inappropriate behaviour as described above.

CLASSROOM AND TECHNICAL SUPPORT

Classroom support and equipment is provided by the School. This includes computers, blackboards, projector and art materials where clearly stated. On some courses materials are provided by the student and others by the School. This will have been agreed beforehand.

CONFIDENTIALITY AND COPYRIGHT

In the course of your duties you may gain knowledge of, or access to, confidential information. It is implicit in your acceptance of an appointment with the School that you undertake to

safeguard such information and not to divulge it to any unauthorised person, nor to use it for any unofficial purpose. Safeguarding information about the School, its staff and its students is an important part of your responsibilities while you are working for the School, and it is a contractual requirement. You should be aware that any breach of confidentiality is treated very seriously.

You shall not, either during or after the termination of your contract, without the prior written consent of the School, use for your own benefit or gain or divulge to any persons or firm or company or other organisations whatsoever, any confidential information belonging to the School, its employees or students, or relating to their affairs or dealings which may come to your knowledge during your contract. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than by way of unauthorised disclosure.

Any confidential records and documents in whatever medium (together with any copies or extracts thereof) made or acquired by you in the course of your contract, shall be the property of the School and must be returned to it on the termination of your contract. The copyright in any work or design compiled, edited or otherwise brought into existence by you as a scholarly work produced in furtherance of your professional career shall belong to you; 'scholarly work' includes items such as books, contributions to books, articles and conference papers. The copyright in any materials produced by you in the course of your employment and used or disseminated by the School shall belong to the School. This also applies to the outcomes of any research conducted at the School.

DATA PROTECTION

All visiting Tutors are responsible for ensuring that they conduct their work in compliance with the requirements of the Data Protection Act, particularly in respect of confidentiality and accuracy of records. You consent to the School, and its appointed agents, where reasonably necessary, holding and processing, both electronically and manually, the data that it collects in relation to you and your contract, for the purposes of the School's management and administration of its employees and its business and/or for compliance with applicable procedures, laws and regulations and to the storage, transfer and processing by the School or its agent of such data. The records that the School holds and processes will include, but is not limited to personal details and include evaluations on your performance. A Tutor can make a written request to be given information about the personal data held on them.

ETHICS

The function of this Code of Ethics is to make explicit the values and principles underlying the relationships between all those who work or study at Tobias.

We hold as axiomatic that in all relationships there are rights and responsibilities on both sides, though the nature and extent of these will vary according to the function of the relationship. Care must always be taken to ensure that whatever the function of the relationship in question, it nonetheless remains distinct from any other type of relationship with which it may overlap. A fundamental principle throughout these Codes is that in all relationships that are asymmetric in their status or power balance, the final responsibility for the well-being of those in it lies in the hands of the more senior member.

A Relationship

At Tobias relationships are held to be of central importance, since they are crucial to the individual's well-being at intra-personal, interpersonal and transpersonal levels. All Tutors therefore must:

- i) honour the uniqueness and individuality of each relationship.
- ii) respect and uphold the differences between types of relationship
- iii) work within the relationship to encourage wholeness, healing and self-development.
- iv) recognise and use power within the relationship with care and integrity.

B Boundaries

In setting and maintaining boundaries appropriate to the relationship in question the Tutor must:

- i) pay careful attention in matters of sexual expression in professional relationships, especially where there are differences in status or authority between the parties concerned. They also undertake not to engage in any sexual activity within certain relationships specified in the Codes of Practice, and to actively seek support when they have difficulties in observing such a boundary.
- ii) take steps to ensure that their own emotional needs are not inappropriately dependent on relationships not designed for that purpose (e.g. therapist upon client, trainer upon student).
- iii) refrain from any personal relationship with another member if that would conflict in some way with their responsibilities in their working relationship.
- iv) be vigilant and sensitive regarding issues of confidentiality and anonymity in the work at Tobias and in any other work in the fields of art therapy, biography, counselling skills, and training in such fields, and when speaking of others, to do so in a purposeful and non-trivialising way.

C Competence

Regarding their own competence the Tutor must:

- i) attain through appropriate training and/or experience sufficient qualification to practice.
- ii) maintain and improve their own professional skills through regular supervision, and/or further study/training.
- iii) monitor their own ability to perform their work with due competence, staying within the limits of their own skills, and using professional consultation/supervision when in doubt.
- iv) take responsibility for maintaining their own psychological health, obtaining appropriate help and support for themselves, and suspending all or some aspects of their work if this becomes necessary.

D Working Practice

In working practice a Tutor must;

- i) disclose their qualifications to legitimately interested people and not imply qualifications they do not have.
- ii) establish a sound base for their working relationships by means of the explicit exchange of information, especially regarding practical terms and conditions, rates of pay, respective rights and duties, assessments and reviews.
- iii) ensure that their work is adequately covered by appropriate professional indemnity insurance.
- iv) in publishing any clinical material, safeguard fully the anonymity and welfare of any individual upon whom such material is based, and if possible, obtain their consent.
- v) in engaging in any research that involves clients or other members, ensure that they fully understand the nature of the research, and if possible, have given their consent.

- vi) take steps to ensure that course work assessments, reports, clinical notes, supervision material and other documents that contain confidential material are stored in secure conditions that will protect the anonymity of the individuals involved.
- vii) ensure that the legal requirements regarding data protection are adhered to if information regarding clients or other members is kept on computer.

EQUALITY AND DIVERSITY

The School believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued and respected. Therefore we fully commit ourselves to a policy of challenging all prejudice and discrimination, for example:-

Age, class, gender, language, marital status, physical appearance, racial or ethnic or national origin, religion, sexual orientation and employment status.

Such a policy requires commitment from each member of the community and the acceptance of a code of conduct that:

- a. encourages respect for the individual
 - b. encourages collective action to challenge prejudice and structures which perpetuate it
 - c. challenges stereotyped images
 - d. declares as unacceptable any language, action or expressed belief that is prejudiced or which encourages prejudice in others
 - e. challenges institutional structures which have prejudicial or discriminatory effects.
- It is the duty of all members of the school community to uphold this policy even where it may be in conflict with their own beliefs.

The School also actively discourages gossip or rumour-mongering; were you to make an untrue or malicious allegation this would be considered a serious matter. Eliminating oppressive behaviour of any kind is the responsibility of all employees. If you believe you are the subject of bullying or harassment please contact the Office for confidential assistance and advice.

FIRE PREVENTION/PROCEDURES

The School regularly carries out fire alarm procedures ensuring that staff are aware of the fire exits and the Assembly Point is in the School's Car Park. You are expected to play your part in preventing fires on the School's premises ensuring that your working area is always kept tidy, and that anything that could burn easily is safely filed or locked away at the end of the day. Combustible materials should be stored in fireproof containers such as metal cabinets. Further guidance can be obtained from Jonathan Chequers, Health and Safety Officer.

FLEXIBILITY CONCERNING TUTOR TIMES

Whilst we try to ensure that you work your contracted hours and times occasionally, due to unforeseen circumstances, the School reserves the right to make minor adjustments to those hours at short notice to suit the exigencies of its needs. The School will, wherever possible, gain your prior agreement. The School will also, wherever possible, be flexible in accommodating minor adjustments to our programme to suit your own unplanned or unforeseen circumstances.

INSURANCE: EMPLOYER'S LIABILITY

The Office manages and oversees the insurance of School's premises, property, and liability, and any enquiries should be directed to them in the first instance. You are insured at work by the School's Employer's and Public Liability Policy. If you suffer an injury, disease or death

arising out of, and in the course of your contract, you or your beneficiaries may be eligible for compensation. However, you may not be eligible if the problem is caused by your own transport and you must ensure that any vehicle you bring onto the School's property is properly insured.

INSURANCE - OWN TRANSPORT:

If you use your own transport on the School's business (e.g. taking students on a educational visit) you need to ensure that you have "driving on business" insurance and that your policy includes an insurance clause indemnifying the School against all third party claims (including those concerning passengers) arising out of the use of the vehicle whilst on School's business.

The School accepts no responsibility for damage or injury to persons or property resulting from such use of a private motor vehicle. Your vehicle is not insured by the School at any time, regardless of whether or not it is parked or left on the School's property and whether or not you are using the vehicle on School's business. The School is not liable for any damage to, or the loss of (or theft from) your vehicle, or that of a third party.

INSURANCE – TRAVEL ON BUSINESS:

If you travel anywhere in the UK on School business you must obtain your own personal travel insurance – you are not insured for this purpose by the School.

INSURANCE – PERSONAL PROPERTY:

Your personal property is not covered by School's insurance and you are advised to take out personal 'all risks' insurance to cover this.

LIBRARY FACILITIES

Tutors can refer to Library books and periodicals. However, these must, at the latest, be returned at the end of your contract.

MANUAL HANDLING

Tutors should comply with the following procedures.

- lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- the load to be lifted or moved must be inspected for sharp edges and wet patches
- when lifting or moving a load with sharp or splintered edges, gloves must be worn
- the route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Tutors should not attempt to lift or move a load which is too heavy to manage comfortably, instead should ask for assistance if there is any danger of strain
- when lifting an object off the ground, Tutors should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
- Tutors should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Tutors should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

NOTICE and CANCELTION PERIOD

You are to inform the Office as soon as possible if, for any reason, you are unable to fulfill your contract in order to provide us with as much notice as possible. Consequently, no teaching or preparation fees will be paid as stated in the Visiting Tutors Agreement.

You should be aware that there is the possibility of cancellation of a course at short notice. Whilst the School makes every endeavour to avoid such action the School reserves the right to

do so. Consequently, no teaching or preparation fees will be paid as stated in the Visiting Tutors Agreement.

SECURITY AND SCHOOL PROPERTY

The School is an open site. If you see anyone behaving suspiciously you have a duty to report the incident. To keep the School's property secure at all times, please take special care with security at the end of your working day, ensuring that desks and filing cabinets and office doors are securely locked. Neither you, nor anyone else, is allowed to destroy any School's property, or remove it from the premises, without having advance permission from the Office or Faculty member.

SMOKING AT WORK

The School operates a no-smoking policy and it is illegal to smoke indoors anywhere on the campus. Smoking is only allowed externally, and away from entrances. You should be aware that breaking the no-smoking policy will be considered a disciplinary matter.

TUTOR DEVELOPMENT

The School's Tutors are encouraged to be well-motivated individuals who are committed to developing their skills, knowledge and professional expertise. Through staff and Tutor development the School seeks to engage all staff in the processes of continuous personal and professional development, consistent with the present and future skill needs of the School. The School is therefore a learning environment for its staff as well as its students.

To this end it is expected that Tutors participate candidly and fully in the processes of self and peer assessment and take active responsibility for revealing, and working to strengthen, the weaker aspects of their work.

All Tutors, whatever their role, are entitled to reduced fees on our Continual Professional Development courses held at the School. For further details please contact the Office.

TRANSPORT

See the Visiting Tutors Agreement. For reimbursement of costs see the Visiting Tutors Agreement and the Insurance clause above.

WASTE MANAGEMENT

All Tutors should support the School's environment policies and should ensure that they minimise waste generation. Paper, glass, plastic and tin recycling bins are available in the car park and emptied regularly by the local authority.

WORK PERMITS

The School is required by law to ensure that Tutors are authorised to work in the UK prior to their contract. You will need to present original documentation such as your passport to the Office as soon as possible as we are required to verify the information provided.