

STAFF AND STUDENT POLICY

This policy outlines the College's position on relationships between members of staff and students at Garden City University College, Kenyasi-Kumasi. It is intended to ensure that the staff-student relationship is one that is founded on mutual trust and confidence.

Purpose

The purpose of the Staff and Student policy is to:

- i. promote harmonious relations between members of staff and students.
- ii. provide guidance and counselling for those in intimate and exclusive relationships.
- iii. seek to protect the integrity of all students and staff from allegations of actual or perceived conflicts of interest and to avoid behaviours that give rise to complaints.

Objectives

The College regards relationship between members of staff and students – for whom they have, or are likely to have some academic, professional, management responsibility as imperative to the success of high academic performance.

Scope/Application

This policy covers close, intimate and exclusive relationships between staff and students of the College. It covers all areas where such relationships raise questions about conflict of interest, trust and confidentiality, which may occur on the outset, during or on the termination on a close, intimate and exclusive relationship. It covers conflicts which may arise in the following areas:

- Management and supervision.

- All aspect of teaching and learning.
- Internship.
- Facilities to students
- Sports and games development

The Policy Statement

Relationship between Staff and Students

GCUC believes the professional relationship between a student and a member of staff is a central part of the student's educational experience at the University College.

The difference in 'power' between a staff and student, or a supervisor and student, makes these relationships potentially vulnerable to exploitation. They also generate real or perceived inequalities, not only involving the persons concerned, but also affecting other members of the College community. It is vital that the staff-student relationship is one of trust and confidence in order that students can benefit from the learning experience. It is also imperative that students benefit from equal treatment; therefore it is important that a personal relationship between a member of staff and a student does not in any way prejudice that equality, in reality or perception.

Accordingly, members of staff at GCUC are strongly discouraged from entering into a personal relationship with any student whom they are responsible for assessing, supervising, tutoring, mentoring, teaching or to whom they provide administrative and/or technical support. This includes members of staff who are also students themselves, such as Teaching Assistants (TAs). Similarly staff should declare to their Head of Department a professional relationship with a student with whom they have an existing familiar relationship.

Should a personal relationship already exist when the member of staff or student enters the college or develop while the student is registered at GCUC, it is the responsibility of the member of staff to declare their involvement as soon as

possible to their Head of Department or a senior member of the Human Resources team who will liaise with the Head of Department.

GCUC will organise workshops, debates, article writing contest and group discussions to sensitize staff and students on the issues of gender mainstreaming every academic year. The College will display at vantage points critical emergency support services lines for easy assistance in distress time.

Procedure for declaring a personal relationship

Although the college regards it as unprofessional for any staff member to actively seek to initiate a personal relationship or to pursue such a relationship with a student without regard to the problems which may ensue, it also recognises that such relationships may none the less develop. Where a member of staff has a professional role in relation to a student with whom they have a personal relationship, it is the responsibility of the member of staff to inform their Head of Department in order that teaching, tutoring, assessment, administrative or any other arrangements can be adjusted, where necessary, and monitored appropriately. Heads of Department may choose to ensure that the professional relationship between the parties is either ended, modified or reduced in order to ensure that there is no threat to the integrity to either party.

i. Students on campus

They are in general, the most vulnerable members of the College community. Accordingly:

- Personal relationships between academic/teaching staff, including TAs, and students are very strongly discouraged.
- In any case, the member of staff in question should as soon as possible inform their Head of Department, normally in writing, and withdraw from all teaching and assessment of that student cohort.

- The member of staff in question should withdraw from writing references and recommendations for the student in question.

ii. Interns

They are vulnerable too, not least because they are at a point in their academic careers when the good opinion of their supervisors and lecturers may be vital.

Accordingly:

- Relationships between academic/teaching staff and interns are very strongly discouraged, especially between a supervisor and an intern supervisee.
- If such a relationship occurs between a member of staff and an intern their Head of Department should be informed as soon as possible, normally in writing.
- The member of staff should withdraw from supervising the student, and from writing letters of recommendation for them.

Details of the course of action to be adopted will be agreed in writing between the Head of Department and the individual(s) concerned. All information and disclosures made under this policy will be treated in accordance with the college's obligations under the Data Protection in the ICT Policy document 2016.

Supporting Procedures

The College in discharging its responsibility to ensure quality, GCUC shall continually monitor and regularly assess the appropriateness and adequacy of support services provided for students and staff, especially in respect of adequacy and quality of:

- i. Academic and social counselling services;
- ii. Social amenities, including health, catering, recreational and other services.
- iii. Study materials, space and teaching/learning infrastructure;

Responsibility for Implementation

All stakeholders of the College shall be responsible for the implementation of this policy.

It is the responsibility of the President, Dean of Students and Guidance and counselling to ensure review of the policy. It is the responsibility of all to engage positively in that review and ensure implementation.

Responsibility for Monitoring, Implementation and Compliance

The following officers shall be responsible for the monitoring and ensuring compliance with the conditions set out in this policy document.

- The President
- Dean of students
- Director, Internal Quality Assurance Directorate
- Staff & Students

Status

Call for development of a policy document to improve the interpersonal relationship and responsibility of the staff and students.

Key Stakeholders

- Management
- Staff
- Students
- NCTE
- Alumni

Approval Body

Governing Council

Initiating Body

President

Guidance and Counselling Unit

Academic Board

Definition of Terms

In the context of this document, a **personal relationship** is defined as:

- a family relationship; or
- a business/commercial/financial relationship; or
- a sexual/romantic relationship.

A **professional relationship** is defined as:

- an assessing, supervising, tutoring, mentoring, teaching role; or
- a pastoral role; or
- an administrative or technical support role.
- **Intern:** A student on teaching practice

Data Protection: Legal control over access to and use of data stored in computers.

Teaching Assistant: Intern from the Universities and other supporting teaching staff.

Related Legislation

Statutes for GCUC, NCTE

GCUC College Handbook

Related Policy and Other Documents (Exhibits)

Statutes for GCUC, NCTE

GCUC College Handbook

Effective Date

- Jan, 2017

Review Date

- Jan, 2018

Key Words

- Intern
- Internship
- Data Protection
- Supervisor
- Lecturer
- Personal Relationship
- Professional Relationship

Owner/Sponsor

College President
Staff and Student

Author

Governing Council

Further Information

Staffs who are uncertain about what action should be taken can seek advice from Student Resources in confidence at info@GCUC.edu.gh for support. Students should contact students' services at studaffairs@GCUC.edu.gh. The

policy document could also be downloaded from our website:
www.GCUC.edu.gh

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