

Private Tuition for Reward

Preface

The Tasmanian Catholic Education Commission Code of Conduct, being applicable to all Tasmanian Catholic Education employees including those working at St Patrick's College, contains the following in respect of conflict of interest.

"A conflict of interest may exist when an employee's private interests have the potential to interfere with the proper performance of his / her work duties. A potential or actual conflict of interest must be identified, declared and avoided or resolved in favour of the public interest and should not be undertaken without the express permission of the Principal."

"Employees should be aware that private part-time employment including tutoring which conflicts with, or compromises, employment with Catholic education, may give rise to a conflict of interest. Employees should seek prior approval from the school authorities for any such employment."

Definition

Private tuition for reward is defined as any form of arrangement that involves a staff member being engaged by a student of St Patrick's College or a student's parents/guardians to provide a tuition or teaching for which any form of remuneration or other reward with financial value is provided save for remuneration provided directly by St Patrick's College.

Private tuition for reward does not include tuition provided as part of a College provided co-curricular activity, tuition provided voluntarily by a staff member beyond their scheduled classroom teaching as part of their role and employment as a teacher at St Patrick's for which they do not receive remuneration (apart from that which is paid directly by St Patrick's).

Rationale

Private tuition for reward:

- Is an arrangement completely beyond a staff member's employment with St Patrick's College.
- Is an arrangement completely beyond a student's enrolment with St Patrick's College.
- Is an arrangement in respect of which St Patrick's College has no influence or control over the behaviour or actions of the participants, the content of tuition, the effectiveness of the tuition or learning outcomes.
- Is an external employment arrangement between the staff member and the student/parents/guardians.
- Is not covered by St Patrick's College insurance that is, staff members involved are not covered by College workers compensation, professional indemnity or public liability insurance and students involved are not covered by student accident or public liability insurance.
- Has the potential to be a significant conflict of interest.
- Constitutes a private employment pursuit of the staff member involved.

Requirements

In order to undertake private tuition for reward:

- Staff must not promote or advertise private tuition for reward directly to St Patrick's College students or parents/guardians.
- Staff are permitted to communicate their private tuition for reward service to St Patrick's College students or parents/guardians in response to a direct request for tuition but must also communicate any relevant tuition services offered at no extra cost by St Patrick's College e.g. co-curricular maths and science tuition.
- Staff engaging in the private tuition for reward of a St Patrick's College student must disclose this to the Principal prior to the commencement of the tuition. Any current private tuition for reward arrangements must be disclosed to the Principal by 3 July 2015.
- The attached disclosure document must be completed by the parent/guardian of St Patrick's College students and provided to the Principal prior to the commencement of any private tuition for reward. For any existing arrangements, the disclosure document must be completed and returned to the Principal by 3 July 2015.
- Staff must not, due to the obvious conflict of interest, provide private tuition for reward services to students that they currently teach.
- Staff must not undertake private tuition for reward at any time on St Patrick's College premises.
- The provision of private tuition for reward of a St Patrick's College student must not negatively impact on the full and timely discharge of all of the professional responsibilities attached to the staff member's role at St Patrick's College.

Principal
St Patrick's College
282 Westbury Road
Prospect
TAS 7250

Dear Principal

Re: Private Tuition for Reward

I/we have elected to engage St Patrick's College staff member, **NAME OF STAFF MEMBER** to, on a paid basis, privately tutor my/our child, **CHILD'S NAME**, who is a student at St Patrick's College, in the subject of **SUBJECT NAME**.

I/we confirm that it has been explained and it is understood that:

- The private tuition is a private employment arrangement between the staff member named above and me/us and in no way related to the staff member's employment with St Patrick's College.
- The private tuition arrangement is in no way related to my/our child's enrolment as a student at St Patrick's College.
- St Patrick's College has no influence or control over the behaviour or actions of the participants, the content of tuition, the effectiveness of the tuition or learning outcomes achieved.
- My/our child will not be covered by St Patrick's College insurance during these private tuition sessions.
- St Patrick's College is in no way responsible for the health and safety of my/our child during these private tuition sessions.
- This private tuition must not take place on the St Patrick's College campus at any time.
- Concerns, issues or disputes in respect of the private tuition are matters for the parties involved and not St Patrick's College.

In addition I/we are aware that St Patrick's College offers a range of on campus tuition services that are available to students as part of their enrolment that are provided at no additional costs.

Parent/Guardian Name(s): _____

Parent/Guardian Signature(s): _____

Date: _____