



PERSONAL COMMUNICATIONS POLICY - ST JUDE'S SUPPORTERS

PURPOSE

The purpose of the *Personal Communications Policy - St Jude's Supporters* (the Policy) is to ensure that St Jude's supporters, together with the St Jude's local community and staff, respect the School's values and vision. A key priority of this Policy is for St Jude's supporters to enable the St Jude's local community to work towards self-sufficiency and independence, rather than relying on long-term external support.

This Policy is also in place to ensure that St Jude's supporters comply with the School's *Child Protection Policy*, and uphold our commitment to safeguarding the welfare of our students. It is a legal condition of our tax deductibility status that we have stringent procedures in place to ensure the protection of students. To that end, the exchange of personal contact details is strictly prohibited.

POLICY STATEMENT:

This Policy states the following:

1. Communications between St Jude's supporters and St Jude's local community

- 1.1 No personal communication or exchange of personal contact information is permitted between St Jude's supporters and St Jude's local community members, particularly students. This includes accepting or requesting personal contact information.
- 1.2 The only permitted communications between St Jude's supporters and St Jude's community members are those which are conducted through official school channels, and for official school duties and purposes.
- 1.3 St Jude's supporters must not offer or provide money, loans, goods, or services of any kind to any St Jude's community member, aside from approved donations and gifts made through official school channels. If a St Jude's supporter is solicited by a St Jude's community member for money, loans, goods, or services of any kind, they must report the incident to the School immediately.

2. Communications between St Jude's supporters and St Jude's staff

- 2.1 The only permitted communications between St Jude's supporters and St Jude's staff are those which are conducted through official school channels, and for official school duties and purposes; or those which are approved by the relevant line manager or Founding Director.
- 2.2 St Jude's supporters must not offer or provide money, loans, goods, or services of any kind to any individual staff member for personal use or gain. If a St Jude's supporter is solicited by a St Jude's staff member for money, loans, goods, or services of any kind, they must report the incident to the School immediately.

3. Visiting St Jude's

- 3.1 Any financial support is highly appreciated and visitors are most welcome to make cash donations or donations in-kind to the School. All cash payments to St Jude's by visitors should be made via the cashier window at the Moshono business office. All donated goods should be handed directly to the Donor Relations department (in the business office) for registration and processing.
- 3.2 St Jude's sponsors visiting the School are welcome to have an official, supervised meet and greet with their sponsored student and their family for up to two (2) hours. The Visitors department will liaise with visitors about appropriate options for the meet and greet. A St Jude's staff member is required to attend the meet and greet and be present for the duration of the meet and greet.
- 3.3 Only a parent or guardian of a St Jude's student is permitted to attend official meetings with academic and boarding staff in relation to that student.

4. Gifts for students

- 4.1 St Jude's appreciates the immense generosity and goodwill of its supporters. However, St Jude's supporters are by no means expected to give gifts to students. If they do choose to give a gift, it should be modest and inexpensive, and electronics are not permitted. A maximum of two gifts per year is allowed.
- 4.2 St Jude's adopts this policy on gifts for the following reasons:
 - Most St Jude's students do not have access to electricity at home and batteries are expensive, therefore electronics are not appropriate.
 - Our students come from very poor backgrounds and if they receive expensive gifts it may cause issues such as jealousy or disappointment within their local community or peer group at school. Not all students at St Jude's have sponsors (and hence do not receive gifts). We aim to create an environment of equality at St Jude's and preferential treatment of some students inhibits this.



The School of St Jude

- Receiving expensive or extravagant gifts can create expectations among students that they will receive additional financial assistance or goods from St Jude’s supporters (apart from scholarships). As Paragraph 1.3 states, such assistance is not permitted, in line with our goal that the St Jude’s local community will work towards self-sufficiency and independence.

5. Compliance with this Policy

5.1 All St Jude’s supporters are required to comply with this Policy. Any violation of the terms of this Policy by a St Jude’s supporter may result in suspension or termination of the relationship between the School and the St Jude’s supporter.

EXPLANATION OF TERMINOLOGY:

- **Personal communication:** identified as any verbal, written, or other communication which is not conducted through official school channels and for official school duties and purposes; or that which has not been approved by the relevant line manager or Founding Director (for staff only).
- **Personal contact information:** identified as any personal contact details including but not limited to: email addresses, phone numbers, Facebook, Skype ID, Twitter, Instagram, business cards, Google+, blogs, Flickr, LinkedIn, and other similar forums.
- **Solicit:** identified as direct requests including but not limited to: money, monetary loans, gifts, electronics, personal items, travel, etc. or indirect requests through describing a family’s or individual’s circumstances and implying the need for assistance in any way, etc.
- **St Jude’s supporters:** identified as St Jude’s donors, sponsors, and visitors.
- **St Jude’s local community:** identified as all St Jude’s students and Beyond St Jude’s interns and tertiary scholars; as well as their family members, guardians, and friends.
- **St Jude’s staff:** identified as current and former staff members employed on a permanent or casual basis, and short term volunteers.
- **St Jude’s vision:** to educate the future leaders of Tanzania.
- **St Jude’s values:** respect, responsibility, honesty, and kindness.

RESPONSIBILITIES:

The Head of Supporter Relations, Head of Sponsor Relations and Community Relations Manager are responsible for ensuring that this Policy is distributed to all St Jude’s supporters who come into contact with St Jude’s community members and staff.

ADMINISTRATION:

Commencement: This policy takes effect from 20 May 2017 and replaces the previous *Personal Information Exchange Policy*.

Authority: The policy is approved by The School of St Jude’s Board for application to St Jude’s supporters as defined in the Explanation of Terminology.

ST JUDE’S SUPPORTER’S DECLARATION

By signing below, I acknowledge that I have read this *Personal Communications Policy* and agree to comply with it in full.

Supporter’s name:

Supporter’s signature:

Date:/...../.....