

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 compliance with the school's *Child Protection Policy*. St Jude's has a duty of care towards all students and is committed to safeguarding their welfare. This duty of care extends to our BSJ volunteers and scholars, who are deemed to be 'children' under our *Child Protection Policy*. All references to 'student(s)' in this document includes BSJ volunteers and scholars.

In addition, it is a legal condition of our tax deductibility status that we have stringent procedures in place to ensure the protection of students.

PERSONAL COMMUNICATION AND THE EXCHANGE OF PERSONAL CONTACT DETAILS BETWEEN SUPPORTERS, STUDENTS (INCLUDING BSJ VOLUNTEERS AND SCHOLARS), STAFF AND LOCAL COMMUNITY MEMBERS IS STRICTLY PROHIBITED.

The sole exception to this is if the student has, at minimum, graduated from Form 6 and is no longer receiving financial support from the school, and both St Jude's Supporters and St Jude's students sign and submit a *Personal Information Release and Indemnity Form* to the school.

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 Local Community members and St Jude's Supporters are those organised by St Jude's Staff for official school duties and purposes.
 - 1.3 St Jude's Local Community Members must not take advantage of their interactions with St Jude's Supporters for personal gain by soliciting or accepting, money, loans, tips, gratuities or services from them.
 - 1.4 If a St Jude's International Supporter is solicited by a St Jude's Local Community Member for money, loans, goods, or services of any kind, they must report the incident to the school immediately.
 - 1.5 **St Jude's Supporters may:** Give money to St Jude's Local Community Members, if the exchange is reciprocal and of equal and fair value (e.g. a visitor purchasing souvenirs from a St Jude's Local Community member during a home visit or at the local market.)
- 2. Communications between St Jude's Supporters and St Jude's Staff**
 - 2.1 No personal communication or exchange of personal contact information is permitted between St Jude's Supporters and St Jude's Staff. This includes accepting or requesting personal contact information.
 - 2.2 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 Founder.
 - 2.3 St Jude's Supporters must not offer or provide money, loans, tips, gratuities, goods, or services of any kind to any individual staff member for personal use or gain.
 - 2.4 If a St Jude's International Supporter is solicited by a St Jude's Staff member for money, loans, tips, gratuities goods, or services of any kind, they must report the incident to the school immediately.



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- 2.5 **St Jude's Supporters may:** Give money to St Jude's Staff, if the exchange is reciprocal and of equal and fair value (e.g. a visitor purchasing souvenirs from a St Jude's Staff member at the local market.)

3. Visiting St Jude's

- 3.1 Any financial donation to the school is appreciated. The school prefers that donations be made on via the school website, however visitors are welcome to make cash donations. All cash donations to St Jude's by visitors should only be made via the cashier window at the Sisia Campus Head Office, and not given to general staff to deposit on the visitor(s) behalf.
- 3.2 All in-kind donated goods to the school are appreciated. They should be handed directly to the Donor Relations department (in the Head Office) for registration and processing, and not given to general staff to deposit on the visitor(s) behalf.
- 3.3 St Jude's Staff must not solicit goods from St Jude's visitors. St Jude's Staff may only accept goods from a St Jude's International Supporter up to the value of AU\$30 (equivalent to approximately 50,000 TZS) if goods are offered in appreciation of service provided by the school. St Jude's Staff must not accept any goods above the value of AU\$30 (50,000 TZS). Should goods above the value of AU\$30 (50,000 TZS) be offered to St Jude's Staff by a St Jude's International Supporter, then the goods are to be donated to the school. St Jude's Staff must register all gifts with their line manager.
- 3.4 St Jude's visitors to the school are welcome to have an official, accompanied meet and greet with a St Jude's 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.
- 3.5 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 the academic and non-academic performance of the student.
- 3.6 Under no circumstances should a St Jude's visitor ever have a student inside their on-campus accommodation.
- 3.7 St Jude's Staff are permitted to enter a St Jude's visitor(s) accommodation for official school purposes only.

4. Gifts for students

- 4.1 St Jude's Supporters are welcome to gift donated goods to students, however this is not an expectation. If a St Jude's International Supporter intends to do this, they can request guidelines on appropriate, modest and inexpensive gifts from the school. Electronic and financial gifts from supporters to local community members are not permitted.
- 4.2 St Jude's adopts these guidelines on gifts for the following reasons:
- (a) 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).
 - (b) 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). 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 International Supporter may result in suspension or termination of the relationship between the school and the St Jude's International Supporter.

DEFINITIONS:



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- **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.
- **Official school channels:** A staff member's @schoolofstjude.co.tz email address, phone numbers registered in the name of School of St Jude, @Schoolofstjude and @Gemmasisia social media platforms, School of St Jude Zoom and Skype accounts, letters sent on official School of St Jude letterhead, official communications to private email addresses and phone numbers pre-approved by the relevant line manager or Founding Director.
- **St Jude's students:** identified as all St Jude's students and Beyond St Jude's volunteers and scholars.
- **St Jude's Supporters:** identified as past and present St Jude's donors, sponsors, and visitors.
- **St Jude's Local Community:** identified as all St Jude's students and Beyond St Jude's volunteers and scholars; as well as their family members, guardians and friends.
- **St Jude's Staff:** identified as current and former St Jude's Staff members employed on a permanent or casual basis; current and former short term volunteers; and consultants and contractors of the school. This includes all academic, support and Head Office staff.
- **St Jude's vision:** to educate the future moral and intellectual leaders of Tanzania.
- **St Jude's values:** respect, responsibility, honesty, and kindness

RESPONSIBILITIES:

The Donor and Sponsor Relations Manager and the Head of Visitor team are responsible for ensuring that this Policy is distributed to all St Jude's Supporters who come into contact with St Jude's Local Community members and Staff.

ADMINISTRATION:

Commencement: This updated Policy takes effect from 3 August 2021.

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:/...../.....