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Category: Academic	Date Created: June 2006
Responsibility: Executive Director Education & Applied Research	Date Last Reviewed: January 2016
Approval: Academic Board	Version: 16.1

Purpose

This policy and its associated procedures are intended to provide guidance in the management of situations where students, staff members/contractors or members of the public may be involved in providing students with the opportunity to practise and/or apply knowledge and skills.

This policy is designed to ensure that teaching/learning activities conducted under the jurisdiction of UCOL shall not expose those who participate to unreasonable risks to their health or general wellbeing.

Scope

This is an organisation-wide policy that applies to all programmes using people in roles other than student or teacher in teaching/learning situations.

This includes but is not necessarily restricted to the following exemplar situations:

- A student or staff member/contractor being required to practise procedures on themselves, another student or staff member;
- A student, staff member/contractor or member of the public being requested to take part in procedures designed to provide students with the opportunity to practise and apply knowledge and skills.

For the purpose of this document the term *a person used as a teaching resource* means an individual from whom a UCOL student, staff member or contractor conducting teaching or learning obtains:

- data through intervention or interaction with the individual; or
- skills and knowledge through intervention or interaction with the individual; or
- identifiable private information through intervention or interaction with the individual.

Intervention includes physical procedures through which data are gathered (for example, finger prick blood sampling) and manipulations of the subject or the subject's environment that are performed for teaching/learning purposes.

Interaction includes communication or interpersonal contact between the student/staff member and the subject.

Private information includes information about behaviour that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place. It includes information which has been provided for the specific teaching/learning purposes by the person and which the person can reasonably expect will not be made public.

Responsibility

All teaching staff are responsible for the implementation of this policy in their teaching. Programme Leaders have overall responsibility for ensuring the implementation of this policy.

Policy Statements

Teaching/learning activities which are conducted under the jurisdiction of UCOL shall not expose those who participate to unreasonable risks to their health, general wellbeing, and cultural safety. Participants include students, staff members/contractors or members of the public providing students with the opportunity to practise and/or apply knowledge and skills.

Relevant Legislation

- [Health and Safety in Employment Act \(1992\)](#) to be replaced by the [Health and Safety at Work Act \(2015\)](#) on 1 April 2016.
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- Employment Relations Act 2000
- Human Rights Act 1993
- Privacy Act 1993
- Vulnerable Children Act 2014

Related Documentation

- [Research Policy](#)
- [Code of Ethical conduct for Research and Teaching Involving Humans as Research Participants](#)
- Use of People as Teaching Resources Procedure