

APPENDIX 1 – ROLES AND RESPONSIBILITIES

EDUCATION ADVISORY BODY (EAB)

- To support SPTA in the communication of procedures and ensuring they are applied consistently
- To ensure all records and reporting procedures are adhered to appropriately

SPTA DIRECTOR / PRINCIPAL / SENIOR LEADER

- To communicate the policy and ensure it is applied consistently
- To ensure all employees know their responsibilities under the policy and receive appropriate training and support
- To take all reasonable and practical steps to avoid discrimination

SPTA HR

- To support SPTA in the application of this policy
- To provide support and advice as appropriate

ALL EMPLOYEES / VISITORS / CONTRACTORS / PARTNERS

- To comply fully with this policy and with the processes contained therein
- To afford the strictest confidentiality to all elements of this policy