

# Staff Professional Relations and Expectation Policy



## St Monica's RC High School

**Approved by:** Mr C Foley **Date:** September 2020

**Last reviewed on:** September 2020

**Next review due by:** September 2021

## **1. Context**

Adults who work with children and young people are expected to behave in a way which is appropriate to their role and which provides a positive role for those young people.

The policy applies to all staff, workers and volunteers at St Monica's including those engaged via supply agencies or on contracts for service. It is intended as a guide for adults who work with children and young people in a professional capacity and is intended to summarise and supplement existing policies and procedures agreed with the Professional Associations and Trades Unions.

The Professional Relations and Expectation Policy will underpin the standards of conduct for staff, workers and volunteers and ensure clear professional boundaries as part of St Monica's commitment to student safety and the well being of staff, workers and volunteers.

## **2. Introduction**

At St Monica's school we believe that all staff and students are members of a Catholic community where everyone deserves and gives respect, where we all have rights and responsibilities. We all achieve the most working in partnership.

## **3. Aims and Principles**

This Policy will underpin the standards of conduct for staff, workers and volunteers to ensure clear professional boundaries as part of the school's commitment to student safety and the well being of staff, workers and volunteers.

The policy is not exhaustive and does not attempt to describe every potential interaction, either professional or personal, between staff, workers and volunteers and students. Staff, workers and volunteers are required to exercise appropriate judgement at all times and to ensure that the conduct both in work and in their personal lives does not conflict with their role or professional duties.

## **4. Scope and Application**

It is the responsibility of all adults to safeguard and promote the welfare of children and young people.

This policy applies to all staff, workers and volunteers at the school including those engaged via supply agencies or on contracts for services.

Application of the policy to staff, workers and volunteers whose own children are pupils or students should be in line with these expectations. Staff, workers and volunteers in this position should discuss any concerns with the Headteacher and/or Designated Officer

## **5. Relationships with Pupils**

### **5.1 Teaching groups**

Positive relationships with students are at the heart of effective teaching and learning. All staff, workers and volunteers should ensure that their actions demonstrate high expectations and clear professional standards. All members of staff will follow the guidelines in the school Behaviour for Learning and Policy and SEND and Inclusion Policy.

Staff will not send pupils on personal errands (e.g – I have left my \_\_\_\_\_ in the staffroom.)

Staff are expected to be in their teaching space after break and lunch time 1 good time before the pupils arrive.

### **5.2 Individual Pupils**

All staff, workers and volunteers should insist that they are addressed by students by their proper name e.g. Mrs ....., Ms....., Mr..... Pupils and Students should not be allowed to address staff, workers or volunteers by their first name or nickname. Staff should not share their first name with pupils.

Staff, workers and volunteers are not to accept invitations to informal social occasions with any pupils or students, nor should they attend pupil or students' parties unless these are family events and they have been specifically invited by the family.

Staff, workers and volunteers arranging to meet a pupil or student(s) in a social setting should follow the procedure for school trips and gain authorisation from the Headteacher.

Staff, workers and volunteers who accompany pupils or students on residential activities must maintain their professional standing at all times and not be compromised by informal contact with pupils and students. Staff, workers and volunteers on such activities have a duty of care to pupils and students at all times and must be able to exercise full responsibility for pupils/students when required. This may be at very short notice in an emergency.

Where staff, workers and volunteers have a responsibility to listen, support and advise pupils/students they should make no promises of complete confidentiality and must be cautious of pupils/students repeatedly seeking advice and support leading to dependency upon the member of staff.

All disclosures regarding issue of child protection should be reported immediately, without investigation or prejudice to Mrs Keenan – Designated Safeguarding Leader.

## **6. Communications**

### **6.1 General Communications with Pupils**

Any private communication with an individual pupil/student concerning issues personal to the pupil/student must be recorded on CPOMS and copied to the pupil/student's file.

Personal telephone numbers, including mobile numbers must not be shared with pupils/students. Should this occur it must be reported immediately to Mrs Keenan – Designated Safeguarding Leader.

Improper communication between staff, workers and volunteers and a pupil/student is likely to result in disciplinary action.

## 6.2 Electronic Communication with Pupils

Where emails are shared between pupils and staff they must pass through the school's network mail boxes and addresses.

Staff, workers and volunteers should not participate in any private social media activity with any pupils/students irrespective of age or with former students under the age of 18. Staff, workers and volunteers should not accept or request pupil/students or former pupils/students under the age of 18 as friends or social networking sites.

No text conversation should take place between staff, workers and volunteers and a pupil/student. In the event of this happening it should be recorded and placed on the pupil/student's file.

Teachers should not have their mobile phones in the classroom.

Staff with responsibility for using the school social media sites should follow the agreed guidelines as outlined in the E-safety and Acceptable use policy.

Staff, workers and volunteers using social networking sites in a personal capacity should ensure that they do not conduct themselves in a way that is detrimental to the school. For example they should not:

- Allow interaction on websites to damage or compromise working relationships with colleagues.
- Post photographs of themselves, colleagues or pupils/students taken in school.
- Post or send abusive or defamatory messages.
- Record any confidential information about school on any social networking site.
- Post information which will disclose the identify of a student.

Staff must not access networking sites during school time as specified in the E-Safety and Social Media policies.

## 6.3 General Communications

Staff, workers and volunteers should ensure that in all communications, their language is appropriate at all times and treat pupil and staff as they would wish to be treated. Any communications should not involve the use of swear words, the use of language that is likely to be viewed as insulting or demeaning and is culturally/gender sensitive. The use of any inappropriate language could result in disciplinary action being taken.

## **7 Improper Behaviour or Misconduct**

Staff, workers and volunteers should take care not to put themselves at risk of accusations of improper behaviour towards pupils/students. They should be cautious when seeing a pupil/student alone in a room and should ensure they are fully visible to anyone passing, through a viewing panel or open the door if necessary.

Staff, workers and volunteers should only take photographs or video pupils/ students in accordance with school policy.

Staff, workers and volunteers should be very cautious when comforting a distressed pupil/student and offering any level of physical contact. All physical contact should be age appropriate.

Staff, workers and volunteers should not normally give lifts to pupils/students. In the event that a lift is necessary for the safety of students this should be reported to Mrs Keenan and recorded on the pupil/student's file as soon as possible after the event.

No staff, workers and volunteers should enter into an intimate (physical or emotional) relationship with a pupil/student. This will compromise their professional standing with the individual pupil/student and the wider school population. Sexual activity with a pupil/student of any age is a criminal offence as members of staff are in a position of trust. Any staff, workers and volunteers conducting such a relationship will be liable to disciplinary proceedings and/or potential gross misconduct.

Relationships with former pupils/ students could be inappropriate and may lead to disciplinary action if there is evidence of the abuse of position of trust whilst the student was at the school.

Staff, workers and volunteers should not disclose inappropriate private details about their personal lives or own activities.

## **8 Relationships with parents and families**

Staff, workers and volunteers should be conscious of any potential conflict in social relationships with parents of families of pupils/students where their own children or children of relatives attend school.

Staff, workers and volunteers should speak to parents and families as they would to any other professional in the school. Where a parent requests that a member of staff contact them, this should be done within 1 working day of the request being made.

## **9 Staff Dress Code**

The school insist on a uniform for the pupils. Whilst it is recognised that dress and appearance can be a matter of personal choice for staff, a dress code is needed to ensure staff model to pupils' school wide expectations.

### **9.1 Expectations of Male Members of Staff**

- Shirt, Tie, Trousers and Shoes; Jacket OR Suit with Tie
- For PE Staff, School PE Clothing

- For Technology/Art Staff – clothing that is appropriate to facilitate effective subject delivery
- Tattoos should not be seen.
- Facial Piercings should be removed during work hours

## 9.2 Expectations of Female Members of Staff

- Smart Professional dress, and appropriate footwear. Loose/open toe shoes or flip-flops are not appropriate footwear for work hours
- For PE Staff, School PE Clothing
- For Technology/Art Staff – clothing that is appropriate to facilitate effective subject delivery
- Tattoos should not be seen.
- Facial Piercings should be removed during work hours (this does not include discreet earrings)
- Clothing must not be revealing or sexually provocative.
- Clothing must not distract pupils/students or cause embarrassment.

## 10 Use of School Equipment

Laptops or other school equipment should be used appropriately at all times and staff, workers and volunteers should ensure that usage does not conflict with their role or professional duties.

## 11 Personal relationships

Staff, workers and volunteers should ensure that their personal relationships outside of school do not conflict with their role or their professional duties and could not lead to their professional judgement being called into question.