



DIGNITY AND RESPECT POLICY

This policy document outlines the policy aims, key roles, responsibilities and the methodology by which we will strive to achieve a climate where the dignity and respect of every individual is equally recognised and protected.

<i>H.E. Adams</i>	
Signed	
Position HEADTEACHER	CHAIR OF GOVERNORS
Staff	
Date :	
Committee – Finance , Personnel and Premises	
Date : December 2014	
Full Governors meeting	
Date: April 2015	
Committee – Finance , Personnel and Premises	
Date : May 2017	
Full Governors meeting	
Date: October 2017	
Reviewed by Finance Committee – no changes made	
Date for Review May 2019	

Relevant Current Legislation:

- *Health & Safety at Work Act etc 1974*
- *Management of Health & Safety at Work Regulations 1992*
- *The Protection from Harassment Act 1997*
- *The Human Rights Act 1998*
- *The Equality Act 2010*
- *Children's Act 1989*
- *Safeguarding Vulnerable Groups Act*
- *Disability Rights Act*
- *Data Protection Act*

Reference should also be made to the following documents:

- *School Health & Safety Policy*
- *School Child Protection and Safeguarding Policy*
- *On line Safety Policy*
- *School Grievance and Disciplinary Procedures*
- *School Complaints Policy/Procedure*
- *Staff/Volunteer/Governors Codes of Conduct*
- *Harassment, Discrimination, Victimisation & Bullying Policies & Procedures*
- *Relevant Risk Assessments, Safe Systems of Working, Relevant Care and or Behaviour Plans*

Introduction & Purpose of the Policy

This policy document is intended to provide a framework to;

- Establish a positive and supportive climate in school in which the dignity and rights of the individual are recognised, respected and protected as far as is reasonably practical
- Value each individual equally for the contribution they make to our school community, upholding the values of respect, openness, diversity and integrity
- Ensure that Governors, Managers, Staff, Students, Parents and Others who visit our school fully understand that implied or explicit harassment of any kind is not acceptable
- Provide procedures which enable issues involving the dignity and respect of the individual to be dealt with quickly, effectively, sensitively and confidentially.

Respect within the context of this document is the way in which an individual (or group of individuals) behaviour towards others. By ensuring politeness, sensitivity, being thoughtful, caring, and communicating appropriately, we demonstrate our 'respect' towards others.

Dignity within the context of this document is the result of being treated fairly and with respect by others, this means the individual's feelings of self-worth, being valued and general well being are not devalued.

Equality within the context of this and other relevant school policies means treating every individual without discrimination, fostering a natural climate free from prejudice, in which it is acceptable to be different.

Our school acknowledges its general and specific duties under the Equality Act 2010, our school will set meaningful equality objectives and report on our progress annually. Our school will expect staff, pupils, parents and visitors to our school to conduct themselves within the context of this and other policies and procedures that ensures we all focus on the positive contribution every individual makes to our school community.

It is the responsibility of everyone within our school community to create an environment where people are treated with dignity and respect ensuring no one is treated less favourably than any other person. Anyone failing to adhere to the principles set out within this policy will be held accountable for their actions.

Our School Policy Will:

- Place an expectation on **everyone** involved with our school community, to;
 - Treat one another with courtesy and in a non intimidating/non threatening way
 - Respect one another's boundaries, privacy and personal space
 - Avoid verbal or written communication that may cause offence (this includes but is not limited to offensive jokes/language, gossip, letters, texts, emails, use of social media sites etc)
 - Avoid use of material that others may find offensive or upsetting
 - Avoid discriminatory behaviour of any kind
 - Avoid using individual power or authority to intentionally undermine, humiliate, intimidate, embarrass or cause injury
 - Treat information we hold (written or electronic) sensitively and confidentially
- Ensure that staff, students, governors and volunteers representing our school are familiar with our policies and procedures and where appropriate provide any necessary information and training
- Ensure relevant policies are brought to the attention of other people visiting, using or working on our site, highlighting the behaviour we expect
- Take account of any other relevant school policies

Where staff, students, governors or visitors are unclear of what is expected of them they must seek clarification from the head teacher or Chair of Governors, as inappropriate conduct or behaviour could result in disciplinary or legal action being taken.

Roles & Responsibilities

Governors:

- Have the responsibility for approving and ensuring the effective implementation, monitoring, evaluation and review of this policy

- Have the responsibility to investigate any complaints brought before them that allege this policy has not been positively implemented
- Have the responsibility to set a positive example, ensuring they do not adversely affect the reputation of the school by their actions in or out of school

Head teacher:

- Has the responsibility for explaining, positively promoting and enforcing this policy amongst all staff, volunteers, students, governors and the wider school community.
- Has the responsibility to ensure that resources are in place to implement the requirements of this policy within the school, ensuring that all appropriate legislation is met and procedures are effectively implemented and routinely reviewed
- Has the responsibility to ensure that the employers obligations to manage health & safety at work through the effective provision of training and instruction and the monitoring of safe working practices is undertaken
- Has the responsibility to ensure suitable and sufficient procedures are in place to safeguard young people and the staff who work with them
- Has the responsibility for ensuring all appropriate staff are made aware of relevant policy documents, procedures, risk assessments and safe systems of working necessary to ensure as far as is reasonably practicable that staff perform expected tasks in a safe and appropriate manner
- Has the responsibility for investigating and reporting the findings of any issues, complaints or incidents alleging a failure by a member of the school community to comply with the standards of behaviour expected under this policy.
- Has the responsibility for reporting findings of investigations to the governing body, enforcing relevant disciplinary and or sanctions policies and procedures where complaints investigated are upheld
- Has the responsibility to ensure that information and data held by the school is managed sensitively and confidentially and statutory reports are provided to the governing body on a timely basis

Staff:

All staff (staff also includes supply, training teachers, and volunteers) have a responsibility to;

- Attending specific identified training (including refresher training) as directed by the head teacher or their nominated representative
- Follow any information, instruction, policies, procedures or other documentation made available to them
- Fully understand their roles, responsibilities and what is and is not expected of them to maintain the safety of themselves and others
- Set a positive example, ensuring they do not adversely affect the reputation of the school by their actions in or out of school

- Ensure as far as possible they treat everyone they come in to contact with dignity & respect whilst representing the school (on or off site)
- Challenge unacceptable behaviour and report any issues or concerns, in the first instance to their line manager

Parent/Carer/Contractors/Visitors to School:

- Have the responsibility to make themselves familiar with this policy and or any other relevant documentation made available to them
- Have the responsibility to not participate in or condone any acts or actions that could be perceived as disrespectful or adversely affecting the rights or dignity of another individual whilst on school premises
- Have the responsibility to modify their behaviour should they become aware that they have behaved unacceptably, failure to do so could result in exclusion from school premises and or activities

Pupils:

- Have the responsibility to behave appropriately to one another, staff and others they come in to contact with whilst on school premises or attending off site or extended curriculum activities
- Have the responsibility to ensure they understand and comply with the requirements of the school behaviour and anti bullying policies, failure to do so could result in disciplinary action and or exclusion.

Procedure for Seeking Support Under This Policy

Anyone who feels they have been subjected to or witnessed behaviour deemed as inappropriate under this policy should in the first instance;

Staff/Volunteers – speak with their line manager, human resource or trade union representative for further advice, and to discuss the options available to them

Governors – Speak with the Chair of Governors or The Head Teacher for further advice, and to discuss the options available to them

Pupils- Speak to their class teacher, form tutor or a member of the pastoral support team (where applicable) for further advice, and to discuss the options available to them

Parents/Others Visiting the School – Speak to the Head or Deputy Head Teacher for further advice and to discuss the options available to them

Information will be treated confidentially however depending on the severity and nature of the allegations made, in some instances information may be shared with others, this will be done in a sensitive manner.

There may be circumstances where an individual may not wish to speak to any of the parties above, in these circumstances they may wish to contact someone independent of the school

for further support and advice, details of advocates' in your area can be obtained from your local Citizens Advice Bureau.

Monitoring & Review

The school as part of its normal safeguarding and health & safety management arrangements will monitor and review this policy and associated document templates on a cyclical basis to ensure they remain relevant and effective.

Appendices to this Policy Document:

The following operational document templates are provided

- Dignity & Respect Poster for display on School Notice Board
- Unacceptable Behaviour (Dignity & Respect) Letter Template

DIGNITY & RESPECT SCHOOL CHARTER



Our school is committed to promoting an environment that provides dignity & respect to everyone. Dignity & respect requires acceptable standards of behaviour from everyone involved with our school.

WE WILL:

- Demonstrate Respect in Our Dealings With Others
- **Challenge Unacceptable Behaviour by Others**
- Be Polite, Courteous & Considerate
- Be Open & Honest
- **Be Patient & Understanding**
- Listen
- Try & Find Common Ground in Any Disagreements
- Remember We All Make Mistakes
- Recognise Everyone as an Individual
- **Expect Others to Act in the Same Way in Which They Wish to be Treated**

WE WILL NOT:

- **Tolerate Unacceptable Behaviour of Any Kind in Others**
- Tolerate Abusive Language
- **Tolerate Aggressive or Threatening Behaviour**
- Tolerate Any Form of Written or Electronic Abuse
- **Tolerate Any Form of Disrespect to Others**

A copy of our dignity & respect policy is available from the school office on request.

If anyone feels that they have not been treated with dignity and respect or they feel they have been the victim of any kind of discrimination, harassment or threatening behaviour please contact:

Appendix 2 - Template Letter (To be adapted to meet individual circumstances)

Dear xxxxxx

**Following allegations of unacceptable behaviour
which contravene our school dignity & respect policy**

This letter is to advise you that the school considers your actions on xxxxxx(date) contravened expected behaviour as defined within our school dignity and respect policy document.

I have been informed that you xxxxxx (state what happened). This behaviour is not acceptable and caused distress to those involved, I would be grateful if you would refrain from such behaviour in the future.

Please note that our school policy sets standards of expected behaviour of anyone involved with our school, these include;

- Behaving in an appropriate manner, showing due courtesy and respect to others
- Avoiding harassing or threatening behaviour
- Avoiding physical or verbal aggression
- Avoiding any form of written or verbal communication that may cause offence

I hope you appreciated that we need to maintain a calm and welcoming environment for everyone working in and or attending/visiting our school at all times and that this type of incident can be avoided in the future.

Yours sincerely

Head Teacher