



Talavera Junior School
Dignity at work policy

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Signed: (Policy Owner)

Print Name: Leanne Wilson

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Signed: _____ (Governor Approval)

Print Name: _____

Approval Date: _____

1. Purpose

The school is committed to providing a workplace where all employees are treated with dignity. This policy outlines the expected behaviour of all employees and the school's approach to the management of concerns raised under this policy.

Discrimination, bullying, harassment and victimisation are not acceptable, will not be tolerated, and action will be taken. Appropriate management action may include formal action under the Disciplinary Policy.

In aspiring and striving to uphold the standards outlined in this policy, the school is demonstrating its commitment to the pursuit of equality, inclusion and diversity.

Please note, all references to "the school" in this policy and accompanying How to Guide refer to the governors and management of the school. References to managers or management in this document may include a direct line manager, senior leader, Headteacher or Governing Body.

2. Contents

1. Purpose.....	2
2. Contents.....	1
3. Scope.....	2
4. Expected standards of behaviour.....	2
5. Failure to comply with expected standards of behaviour.....	3
6. Reporting dignity at work concerns	4
7. Related documents	6
8. Policy governance.....	5

3. Scope

The policy and the how to guide apply to all employees:	<ul style="list-style-type: none">• Teachers• Support staff
The policy and the how to guide do not apply to:	<ul style="list-style-type: none">• Volunteers• Contractors• Agency workers

Whilst volunteers, contractors and agency workers are excluded from this policy and how to guide, they should still be treated in line with the principles of this document.

Employees are actively encouraged to contact their professional association/ trade union representative at the earliest opportunity to obtain advice and support at any point during this policy.

The school expects all parties to maintain confidentiality throughout the application of the policy.

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4. Expected standards of behaviour

Expected behaviours and responsibilities for all employees and governors

- To comply with the relevant standards of behaviour set out in the following (this list is not exhaustive):
 - the Equality Act
 - the school's Code of Conduct
 - school policies
 - professional Codes of Conduct applicable to the role, including the Teachers' Standards where relevant
 - legislation applicable to the role
 - DfE guidelines
 - job description/role profile
- to respect and value differences
- to be open and constructive in communications
- to be fair and just in dealings
- to listen to the views of colleagues
- to be aware of own behaviour and the effect it may have on others
- to treat others with dignity

- to ensure no discriminatory, bullying, harassing or victimising behaviour is shown
- to remain professional at all times when communicating with others
- to ensure no personal standards are imposed on others, e.g. making inappropriate comments about someone's appearance or dress
- to take responsibility for preventing issues
- to challenge inappropriate behaviour
- to listen to employees who feel they are being discriminated against, bullied, harassed or victimised
- to take action if there is evidence that someone is being discriminated against, bullied, harassed or victimised.

Expectations and responsibilities of the school

- That managers will take responsibility for their teams and for ensuring that the expectations and responsibilities for the School are met
- to protect the dignity of all employees in the workplace
- to provide a workplace which is free from hostility
- to handle conflict effectively
- to educate all employees in the development of positive behaviours
- to educate all employees on their personal responsibility to behave in a way that respects the dignity of colleagues
- to raise awareness of the Dignity at Work policy
- to positively encourage diversity and inclusion
- to create a workplace where appropriate behaviours are promoted and supported
- to promote a culture in which discrimination, bullying, harassment and victimisation are known to be unacceptable
- to ensure employees are confident to bring complaints without fear of ridicule or reprisal.

5. Failure to comply with expected standards of behaviour

There is no formal procedure within the Dignity at Work policy. If an issue is raised under this policy, one of the other school policies should be used as follows:

Concern raised by an employee

An employee who believes they are not being treated in line with expected standards of behaviour should, wherever possible, talk to the person who has demonstrated the inappropriate behaviour to alert them to the fact that they feel it is in conflict with this policy and how to guide and the impact it is having to see if this resolves issues.

The Grievance Procedure should be used to address issues relating to Dignity at Work which are raised by an employee. Where appropriate, the Guidelines for dealing with allegations of Harassment and Bullying should be followed.

If, as a result of an employee raising a grievance, it is identified that a colleague or manager's behaviour has fallen below the expected standards, or any individual or manager is made aware of or witnesses such behaviour, dependent on the circumstances the manager/ appropriate manager, in conjunction with the Headteacher, will use either:

- the Disciplinary Policy where the behaviour is defined as willful or negligent, or concerns are raised maliciously, for personal gain or where they are known to be untrue

or

- the Performance Management or Capability Policy where the failure to comply with the standards of behaviour relates to a lack of skill, knowledge, experience or appropriate behaviours.

If an employee (Headteacher or staff member) raises a grievance about a governor, the chair of governors should investigate and meet with the governor in question to relay concern that their behaviour is in breach of the board's code of conduct. If the investigation discloses a need for further training, development needs, or a revised induction process, the governing body should put this in place as soon as possible. The chair should confirm the course of action in writing to the governor, clarifying the support and the expectation of improved relationships. If the governor in question, is the chair of governors, the investigation should be undertaken by the vice chair.

Concern identified by a manager/senior leader

Where a manager identifies, following investigation, that an employee or manager is not complying with the standards set within this policy they should, in conjunction with the Headteacher, manage the employee using either:

- the Disciplinary Policy where the behaviour is defined as willful or negligent, or concerns are raised maliciously, for personal gain or where they are known to be untrue

or

- the Performance Management or Capability Policy where the failure to comply with the standards of behaviour relates to a lack of skill, knowledge, experience or appropriate behaviours.

Where the concern is in respect of the Headteacher not complying with the standards, the manager should raise the matter with the Chair of Governors who will arrange for the matter to be managed using either of the above policies.

6. Reporting dignity at work concerns

An employee who believes they are not being treated in line with expected

standards of behaviour should report this to their manager, their Headteacher, other member of the Senior Leadership Team or Chair of Governors where it is a Headteacher not complying with the standards.. Wherever possible this should be raised informally first, using the Grievance Procedure.

An employee who witnesses behaviour that falls below the expected standards should report this to their manager, the manager of the individual(s) involved or a senior manager as soon as possible.

7. Related documents

To help with the application of this policy it may be useful to read the following:

- Managers' How to Guide – Dignity at Work
- Model Code of Conduct
- Disciplinary Policy and How to Guide
- Capability Policy and How to Guide
- Grievance Procedure
- Guidelines for dealing with allegations of Harassment and Bullying
- Acceptable use of ICT
- Safer working in schools
- Equality and Diversity

8. Policy governance

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Related documents:	Dignity at Work How to Guide