

**HARTFORD CHURCH OF ENGLAND HIGH SCHOOL
PROFESSIONAL RELATIONS POLICY
Based on CHESHIRE WEST AND CHESTER SCHOOLS HR MODEL**

1. Introduction

At Hartford Church of England High School we believe that all staff and pupils are members of a learning community where everyone deserves respect, where we all have rights and responsibilities and where we all achieve most when we work in partnership.

2. Aims/Principles

The Professional Relationships Policy is designed to underpin the standards of conduct for both staff and pupils and to foster clear professional boundaries as part of the school's commitment to pupil safety and the well being of staff.

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

3. Scope/Application

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

This policy applies to all employees and workers at the school including those engaged via supply agencies or on contracts for service.

Application of the policy to staff whose own children are pupils at the school will be subject to reasonable interpretation and individual exemptions. Staff in this position should discuss any concerns with the Headteacher.

4. Relationships with pupils

4.1 Teaching Groups

Good relationships with pupils are at the heart of effective teaching and learning. All members of staff should ensure that their actions demonstrate high expectations and clear professional standards.

Good practice includes punctuality for lessons, well planned lessons, assertiveness in the classroom situation e.g. seating plans for students, appropriately planned work and homework. These should be accompanied by clear follow-up if expectations are not fulfilled.

4.2 Individual pupils

All members of staff should insist that they are addressed by pupils by their proper name e.g. Mrs....., Mr..... Pupils should not be allowed to address staff by their first name or nickname.

Members of staff should not accept invitations to informal social occasions with their pupils, nor should they attend pupil parties unless these are family events and they have been specifically invited by the family.

Any member of staff arranging to meet a pupil(s) in a social setting should follow the procedure for school trips and gain authorisation from the Head teacher.

Staff who accompany pupils on residential activities must maintain their professional standing at all times and not be compromised by informal contact with pupils.

Members of staff on such activities have a duty of care to pupils at all times and must be able to exercise full responsibility for pupils when required. This may be at very short notice in an emergency.

Where members of staff have a responsibility to listen, support and advise pupils they should make no promises of complete confidentiality and must be cautious of pupils 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 the Deputy Headteacher with responsibility for Safeguarding. Other personal disclosures should be recorded and passed to the pupils Head of House.

5. Communications with pupils

5.1 General Communication

Any private communication with an individual pupil concerning issues personal to the pupil should be recorded and copied to the pupil's file.

Personal telephone numbers, including mobile numbers should not be shared with pupils, other than in emergency situations. If a pupil continues to use these personal contacts, this should be reported immediately to the Deputy Headteacher with responsibility for Safeguarding.

Improper communication between a member of staff and a pupil is likely to result in disciplinary action.

5.2 Electronic Communication

No e-mail communication should occur which does not pass through the school network mails boxes and addresses.

Staff should not participate in chat rooms, MSN or social networking sites with any pupils irrespective of age or with former pupils under the age of 18. In particular, staff should neither accept or request pupils or former pupils under the age of 18 as friends on Facebook. Staff should be mindful of the impact on younger siblings or friends of former pupils in any social contact.

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

Members of staff 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. This will include

- Not allowing interaction on websites to damage or compromise working relationships with colleagues.
- Posting photographs of themselves, colleagues or students taken in school
- Never posting or sending abusive or defamatory messages
- Never recording any confidential information about school on any social networking site
- Never posting information which will disclose the identity of a student.

Accessing social networking sites during school time should be in accordance with the School's Acceptable Use Policy any breach of which may be a disciplinary issue.

6. Improper Behaviour

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

Members of staff should only take photographs or video pupils in accordance with school policy.

Members of staff should be very cautious when comforting a distressed pupil and offering any level of physical contact. All physical contact should be age appropriate.

Staff should not normally give lifts to pupils. In the event that a lift is necessary for the safety of pupils this should be reported to the Deputy Headteacher with responsibility for Safeguarding and recorded on the pupil's file as soon as possible after the event.

No member of staff should enter into an intimate (physical or emotional) relationship with a pupil. This will compromise their professional standing with the individual pupil and the wider pupil population. Such conduct may be subject to disciplinary action.

Sexual activity with a pupil or former pupil under the age of 18 is a criminal offence as members of staff are in a position of trust. Any member of staff conducting such a relationship will be liable to disciplinary proceedings for gross misconduct.

Members of staff should not disclose inappropriate private details about their personal lives or own activities.

7. Relationships with parents and families

Members of staff should be conscious of any potential conflict in social relationships with parents or families of pupils or where their own children or children of relatives attend school.

8. Dress and appearance

The school recognises that dress and appearance are matters of personal choice and self expression. However members of staff should dress in ways which are appropriate to their role and the tasks they undertake; are not likely to be viewed as offensive, revealing or sexually provocative; does not distract pupils or cause embarrassment and is not considered to be discriminatory and is culturally sensitive. **Following consultation, a Staff Dress Code was implemented from September 2016 (Appendix 1).**

9. Definitions

Not Applicable

10. See also

Code of Conduct; E-Safety Policy;

Version	Date Created	Owner	Date approved by School Staff Panel
1.0	Aug 2010	Schools HR	For Approval by Governors' Finance & Resources Committee 29 th January 2018

Appendix 1 - Hartford Church of England High School - Staff Dress Code

This policy starts with the premise that staff should dress in a professional way. We respect our profession and respect the children we teach. How we dress is a statement of our values. As adults with responsibility for children we are in a position of trust and are seen as role models.

These general principles apply to all adults working in our school. All adults working at Hartford Church of England do so alongside impressionable children. Our expectations of pupil appearance are rightly very high. It is important that an example is set for our pupils. Where there is concern over the appearance of an individual, senior colleagues will have a discrete word with the person concerned so as to address the issue.

Specific Guidance

At Hartford Church of England we interpret these guidelines in the following dress code:

Male Staff	Female Staff
tailored trousers	skirt, dress or tailored trousers
shirt [worn inside trousers]	shirt, blouse or top* [see clarification below]
tie	jacket
jacket	

Notes:

- Men's trousers: full length;
- Women's trousers: full or three quarter length (any ¾ length must be formal);
- Skirts and dresses: appropriate length
- Tops: not transparent, low-necked, off-the-shoulder or revealing;
- Facial or visible body piercing or tattoos are not appropriate and should be discreet [except for earrings in the ear lobe];
- Hair colouring and hairstyles should not be extreme;
- Midriffs: covered and underwear should not be seen;

These garments would not be appropriate:

Shorts	Denim garments (including Jeans)	
Vest tops	Sweatshirts	Leggings
Hats [inside the building]	Sports shoes	Plastic/rubber flip flops
Stiletto heels	'Ugg' style Boots	Sportswear

Specialist Staff

- For staff in workshops/labs who need protective clothing, a white lab coat or similar should be worn
- For Drama staff involved in practical work reasonable adjustments may be made.
- For PE staff, appropriate sportswear should be worn.
- Teaching staff who occasionally teach PE should make every endeavour to change back into professional dress [using the nearest break/lunch break to do so]
- Site and catering staff should wear job-specific school-designated clothing as required.

Approved by the Governing Body on 13th December 2016

Next Review Due Autumn Term 2019