POLICY: SECTION C **PERSONNEL MANAGEMENT**

POLICY: **Staff Demeanour**

DATE OF REVIEW: **May 2018**

REVIEWERS: **Ants Cotton, Mark Shanahan, Personnel Sub-Committee**

GOAL:

The over-arching goal is "Achievement for all".
For this to become a reality it is important that all staff conduct themselves appropriately towards students, parents and each other, in a manner which is likely to engender mutual respect and good relationships and to reflect well on the school.

OBJECTIVES:

To give an indication of the school's expectations of teaching and non-teaching staff in relation to:

- The ways they relate to others reflecting the values and aspects of our Waitakere Way.
- Issues of student safety.
- Staff attire.
- General demeanour and approach to the job.

GUIDELINES:

1. All staff are expected to speak to students, parents and each other in a pleasant, friendly manner and to treat people with respect.

2. Every effort should be made to pronounce names correctly and to be aware of cultural issues which may affect an interaction.

3. All staff are expected to have the verbal skills to avoid confrontational situations with students, parents or other staff. Where conflict situations arise, staff should use the appropriate channels such as mediation, backing off and seeking support, allowing a cooling off period or seeking advice.

4. All staff are expected to maintain an appropriate professional distance in their relationships with students, in person and through social media, avoiding excessive familiarity or inappropriate involvement in students' social activities.

5. All staff are expected to make issues affecting student safety their highest priority in organising or taking part in any activities for and with students. Staff should be proactive in raising issues and seeking advice where issues of safety are concerned.

6. All staff are expected to model for students the kinds of behaviours we are asking of them; for instance, punctuality, reliability, honesty, hard work.

7. Teaching staff and all support staff except property staff are expected to dress in a manner which reflects our roles as professional and para-professional staff working in a relatively formal situation. There are obvious exceptions such as outdoor education and sporting events, though even here moderation is required.

8. All staff are expected to represent the school positively in public situations, to refer media inquiries to the Principal and to alert the Principal to issues which could reflect on the reputation of the school.

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Signature of Chairperson Signature of Principal

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Date