



Middleton-in-Teesdale

Dignity at Work

Policy and Procedures

January 2019

Contents Page

Policy Outline

What is the policy about?	3
Who does the policy apply to?	3
Responsibility	3
Confidentiality	4
Dealing with abuses of the policy	4
Publication/distribution of the policy	4
Reviewing the policy	4
Equality Impact Assessment	5

Procedures

How are people expected to behave?	6
How are people supported to make this happen?	7
What are the options when people feel that they are not treated with dignity?	7
How will the School keep on improving the way in which people are treated?	8
How do you find out more about anything referred to in this document?	8

Policy Outline

What is the policy about?

Our School aims to develop a culture in which:

‘Everyone will work in an environment that is open and supportive and free from bullying and discrimination. Innovation will be encouraged – people will be respected for their contribution rather than their status. Communication channels will be many and varied and everyone will be encouraged to express their views about improvements to this School’:

This document is one of the ways in which our School can set out how it hopes to achieve this aim. It sets out the standards of behaviour that are expected when dealing with each other at work as well as with members of the public, officers from partnership agencies, partners, carers and contractors. It also identifies what to do if you feel you are not treated in accordance with these standards. It is important to remember that everyone has a responsibility for ensuring that our School is one in which all are treated with dignity and respect.

Who does the policy apply to?

This policy covers all employees of this School and Governors.

Responsibility of Employees

Every employee has a responsibility to ensure that they comply with this policy and the related procedures.

Head Teachers

All Head Teachers are responsible for ensuring that this policy and the related procedures are fairly implemented.

All Governors are responsible for ensuring that this policy and the related procedures are fairly implemented.

Confidentiality

All information will be handled sensitively and used only for its proper purpose. Under the Data protection Act 1998, individuals have the right to see their own personal data held subject to the rights of confidentiality of any third parties involved in that information.

Dealing with abusers of the policy

Employees who attempt to abuse this policy may face disciplinary action. This School takes false or misleading accusations very seriously which may result in further action taken through the Disciplinary Procedure. This will not include ill-founded allegations that were made in good faith.

Publication/Distribution of the policy

A copy of this policy will be given to all employees and Governors. A copy can also be viewed via the [Extranet>Document Library>Personnel Advice and Guidance](#). New employees will be given a copy of this policy in recruitment and induction information.

Reviewing the policy

Durham County Council will keep the operation of the Dignity at Work policy under review and will make such changes to the policy as deemed appropriate following necessary consultation with the trade unions.

An equality impact assessment has been carried out by DCC in the preparation of this policy and the assessment will be reviewed on an ongoing basis.

Values

Durham County Council has established a set of values which set out the sort of place it wants the County to be. Our School has considered these values and endorses the principles behind these values. After careful consideration, our School will value:

- All people who live, visit work or learn within this School and in the wider county.
- Strive to enable them to enjoy the best possible quality of life.
- Excellence in the way we provide education, learning and other services within this School and we will constantly seek to improve the services we deliver.
- Our attractive county and its rich culture, heritage and natural environment. Our School will ensure that in meeting the needs of our School today we do not compromise our ability to address the needs of our School in the future.
- Difference, respect and celebrate individuality. We will ensure that everyone's rights are preserved and promoted within our School.
- High aspirations and our School will seek to promote a culture in which people can develop and achieve their full potential.
- Working with others in an open and understandable way so as to bring about a sense of trust in our School, our employees, partners and the wider environment.
- The participation of all people. We are committed to listening and responding to all views and will help everyone in our School to be involved and included in issues which affect their quality of life.

How are people expected to behave?

This School believes that it would be good practice for all employees of our School and Governors to adopt the following core standards of behaviour requiring all employees to:

- Value, respect and treat people fairly.

- Learn from experience and be prepared to change.
- Listen to people and encourage them to give their views.
- Respect confidentiality.
- Help people to access services that our School provides.
- Provide people with information for them to make informed choices.
- Keep people informed.
- Be responsive to people's needs.
- Explain decisions.
- Check that service user needs are being met.

How are people supported to make this happen?

Our School is committed to ensuring that everyone is treated with dignity and respect and supports the achievement of this aim in a variety of ways such as:

- Induction – when you start work with us you should have an induction.
- Staff Briefings/team meetings – these update you on what is happening in the School.
- Code of conduct for employees – sets out the standards around issues such as appointments and offers of gifts.
- School policy and procedure structure.

What are the options when people feel that they are not treated with dignity?

Our School will not tolerate poor professional or inappropriate behaviour and has developed procedures for dealing with behavioural issues. These are set out below. Our School takes all such issues seriously and will take appropriate action to deal with the perpetrators where necessary.

There are a number of ways to seek help, support or advice such as:

Informal resolution.

This can often be the most effective way of resolving issues. It may not be appropriate in all circumstances. However, discussions with your Head Teacher/immediate line manager, work colleague or trade union representative can be the first step to resolving the problem. Using a school procedure such as:

- Grievance
- Bullying and harassment
- Confidential reporting code – ‘whistle blowing’
- Violence at work
- Hate – incident reporting

The Occupational Health Service either through a Head Teacher or through self-referral.

Bullying and Harassment Liaison Officers who can explain the Bullying and Harassment Procedure and signpost where you can get support for dealing with these issues.

Lancaster Counselling Service who provide confidential telephone support independent of DCC and the school – Telephone 0800 068 5155 (scheme number 33679).

How will this School keep on improving the way in which people are treated?

Our School will monitor numbers and types of complaints and use these to implement appropriate action.

Our School will look at information from exit interviews and employment statistics, eg., turnover, absence levels and reasons for absence.

How do you find out more about anything referred to in this document?

This document gives an overview of how our School approaches this issue. Further information on anything referred to in this document is available on the Extranet, by asking the Head Teacher, from your trade union or from the Corporate Human Resources Division. If you have any difficulty in obtaining information or have any comments on this document please email Human Resources.

C Chilvers
January 2019