

Staff Relationship Policy

Aim:

This Policy has been co-designed by all staff in order to support our culture to be one of inclusivity, kindness, respect and mutual support. We all have a responsibility to our community and by following the below as a guide will actively strive towards making Cayley a nurturing and supportive workplace.

We will:

- Treat ourselves and each other with respect and dignity, taking time to work on our own wellbeing
- Greet each other in a friendly manner
- Remember that a sense of humour can help in stressful times
- Understand everyone has a complex set of personal circumstances
- Look for solutions with a 'can do' approach
- Refer to the co-designed Wellbeing Policy
- Be aware of how important non-verbal communication is: body language, facial expressions and vocal tones all send powerful messages
- At all times demonstrate inclusivity and a commitment to equity and equality
- Be confidential: this means finding the correct audience for concerns.

We acknowledge that:

- In any group of people there may be times when relationships are strained
- It is our individual responsibility to support the positive culture of Cayley for the benefit of all in a constructive and professional manner
- Not using shared spaces – staff room and lunch hall – is not having proper and professional regard for the ethos of the school
- Speaking in a language we don't all share can lead to colleagues feeling excluded
- We are role models of emotional intelligence and positive relationships for the entire Cayley community
- Negative comments and attitudes do not support the community; perpetuating negativity may be viewed as misconduct
- Concerns must be shared with the appropriate line manager in a timely fashion.
- Professional behaviour is expected by all Cayley staff at all time; line managers can support those who require clarity on what this looks and sounds like.

If you need help with a professional relationship:

- Reflect honestly
- Discuss your concerns with the colleague, being reflective
- Approach your line manager for support, in the first instance.

Looking after ourselves:

- Look after yourself with outside interests, good diet, physical exercise, rest, fun etc
- Follow the frequent Wellbeing support in briefings, such as the direction found here <https://www.nimh.nih.gov/health/topics/caring-for-your-mental-health>
- Refer to the co-designed Wellbeing Policy
- The EAP service offers you 24 hours a day, 365 days per year access to telephone counselling, information, and signposting services at no cost to you: freephone number **0800 1116 387** (free from a land line)
- Talk about your concerns with a friend, coach, mentor or professional therapist.

Date of policy: May 2023

Ratified by Governors:

Date for review: Summer 2025

The following descriptors have been co-designed by staff.

What written communication should look like	What verbal and non-verbal communication should look and sound like
<p>It must:</p> <ul style="list-style-type: none"> • Be polite, respectful and succinct; have consideration of tone • Accentuate the positive • Usually come after a professional conversation • Use the school branding and font • Messages to the community must be proof read by the Senior Leadership Team (SLT) • Be acknowledged by the recipient (this can be a simple 'Thank you' or Thumbs Up • Comply with our GDPR policy as found here 	<p>It must:</p> <ul style="list-style-type: none"> • Be respectful and succinct • Be polite in tone even during professional disagreements • Include listening carefully • May include clarifying through re-phrasing • At all times, be professional • Include eye contact • Smile! • Be mindful of posture, gestures and personal space • Include an awareness of others' body language • Interpersonal concerns should be addressed bravely, with kindness, with line manager support where required
What written communication should not look like	What verbal and non-verbal communication should not look and sound like
<p>It must not:</p> <ul style="list-style-type: none"> • Include too many emails, or over long emails • Use slang, be too wordy and be sent at an inappropriate time • Imply everything is a priority, or use CAPS LOCK • Urgent messages must be verbal, except in extreme circumstances • CC and BCC should not be used inappropriately • Be passive aggressive or sarcastic 	<p>It must not:</p> <ul style="list-style-type: none"> • Be ignored • Be passive aggressive • Be rude or use swearing • Not be inline with our Wellbeing Policy or our Code of Conduct; both available on our website or from the office on request.