



**Calder Valley Steiner Education**  
**The Valley Kindergarten**  
*Making time for childhood*

## **CVSE Acceptable Standards of Behaviour Policy for Teachers and Parents**

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Date Ratified by Personnel Team	December 2012
Status	Ratified
Last Review Date	Nov. 2020
Policy Number	CVSE doc 41

## **1. Purpose**

This document sets out the Calder Valley Steiner Education (CVSE) Policy and procedure on acceptable standards of behaviour within the settings and related meetings and events.

This policy applies to all CVSE employees, parents, trustees and anyone else engaged to work within CVSE.

## **2. CVSE Approach to Unacceptable Behaviour**

Every person involved in the development of CVSE is a member of our community. It is our endeavour that each one contributes according to their individual abilities and receives from the efforts of others.

Trust is essential. So that whilst the trustees and senior staff have an overview of all that is happening within their setting, any sub-groups can continue to work independently within their teams ensuring they are working to their terms of reference. And wherever appropriate, provide feedback to the Manager, Kate Lunn or Board of Trustees. This feedback may be in the form of a summary or may be in the format of a query where a decision has to be taken.

CVSE is committed to eradicating unacceptable behaviour and ensuring an environment in which everyone is treated with dignity and respect. Bullying, harassment and other similar behaviours are unacceptable.

CVSE recognises that unacceptable behaviour may take place within the settings, meetings and related social events; this policy applies equally in all circumstances. An allegation of unacceptable behaviours such as bullying, harassment, victimisation and discrimination will not be made lightly.

## **3. Serious Allegations**

Serious allegations may be made by complainants in a formal way to the police. If this route is chosen the complainant must inform the board of Trustees that this has occurred.

## **4. Definitions**

Unacceptable behaviour can include: -

Discrimination – when a person or group is treated less favourably than any other person or group; because of their belonging to said group.

Harassment – harassment is conduct directed to an individual but unwanted by them which has the purpose or effect of: -

- Violating dignity
- Creating an intimidating, hostile, degrading or offensive environment
- Causing fear, alarm or distress

Harassment includes a contact that is unwanted, unreasonable, embarrassing, upsetting or offensive to the recipient or recipients.

Victimisation – when a person or group receives less favourable treatment than others because they have preferred to have asserted their rights under anti-discrimination legislation.

Bullying – bullying takes many forms. It may be: -

- An abuse of power
- Threatening, abusive or humiliating behaviour directed at an individual
- Subtler isolating behaviour
- Offensive discrimination through vindictive, cruel, insulting, malicious or humiliating behaviour
- Attempting to undermine an individual, a group of individuals or makes an individual feel uncomfortable

Violence – any incident which a person or a group is verbally abused, threatened or assaulted.

## **5. Support**

CVSE recognises that issues of bullying or harassment are likely to be very distressing and emotional for the complainant and for the alleged perpetrator.

CVSE representatives will provide appropriate support necessary.

## **6. Teachers, Parents and Trustees**

CVSE will provide a safe and secure environment for employees. Many incidents of unacceptable behaviour can be dealt with in an informal way. In the first instance it may be possible and sufficient for the employee to explain to the person that their behaviour is unwelcome and distressing. If the situation cannot be resolved by a friendly discussion the issue/incident should be reported to: -

- Early Years Manager
- DSL
- Mentor
- Trustee

Related incidences of unacceptable behaviour from employees or parents will be taken very seriously.

## **7. Responsibilities**

Management, teachers, trustees and parents share a joint responsibility for the creation and maintenance of an education environment in which everyone is treated with dignity and respect.

- Management and trustees are required to treat teachers and parents with dignity and respect and to ensure that others do so
- The board of trustees must take complaints of unacceptable behaviour seriously and ensure that are investigated and dealt with appropriately
- Teachers are required to treat all colleagues and parents with dignity and respect, to be aware of the effect their behaviours may have
- On others and to be receptive to issues which are raised informally in an attempt to resolve them
- All teachers/assistants are required to report any incidents of unacceptable behaviour to the Early Years manager, Kate Lunn
- The HR committee will work in partnership with the trustees to ensure that all responsible adults are treated fairly and consistently within the framework of the policy

## 8. Procedure

A solution to many issues can be found at this point, misunderstanding can be cleared up or relationship problems resolved in an around the table meeting. Everyone involved in this process has the responsibility of being receptive to the other persons point of view where possible the individual should try to deal with the issues informally by: -

- Discuss with the other individual directly
- Discuss with Kate Lunn or one or more of the Trustees

If issues cannot be resolved informally then more formal procedures will need to follow and they may include suspension from work or replacement on committees. Please see related policies below.

### **Monitoring Compliance and Effectiveness**



This document will be reviewed annually

All incidents will be recorded

All staff will adhere to this policy

## 10. Related Policies

- Policy for dealing with parental concerns and complaints
- Mentoring and supervision policy
- Equal opportunities policy
- Whistle Blowing policy