



## Staff Conduct and Expected Behaviour Policy

Tree of Life Educational and Therapeutic Input LTD.

Review date 11/09/2025

### 1. Purpose

The purpose of this policy is to set out the standards of behaviour expected from all staff at [Tree of Life Educational and Therapeutic Input LTD](#). It ensures that staff act with professionalism, integrity, and respect at all times, maintaining the safety and wellbeing of pupils and upholding the ethos of the provision.

### 2. Core Principles

Staff must:

- Place the welfare and learning of pupils at the centre of their work.
- Act with professionalism, honesty, and integrity.
- Treat all pupils, colleagues, parents, and visitors with respect and dignity.
- Maintain appropriate professional boundaries with pupils.
- Model the values and behaviours we expect pupils to develop.

### 3. Professional Behaviour

Staff are expected to:

- Arrive punctually, prepared, and appropriately dressed.
- Carry out duties responsibly, reliably, and with commitment.
- Follow all [Tree of Life Educational and Therapeutic Input LTD](#) policies and procedures.
- Use calm, respectful, and supportive language with pupils and colleagues.
- Remain composed during challenging situations and seek support when needed.
- Maintain confidentiality regarding pupils and colleagues at all times.
- Use social media responsibly, never compromising professionalism or safeguarding.

#### **4. Safeguarding Responsibilities**

- Staff must safeguard and promote the welfare of all pupils, in line with Keeping Children Safe in Education (KCSIE).
- All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL) or deputy.
- Staff must not enter into inappropriate relationships or communication with pupils, in person or online.
- Physical contact with pupils must only occur when it is appropriate, safe, and in line with training.

#### **5. Working with Pupils**

Staff are expected to:

- Show empathy, patience, and understanding of pupils' needs.
- Use positive reinforcement and restorative approaches in line with the Behaviour Policy.
- Respect individual differences, including cultural, religious, and personal identities.
- Avoid shouting, humiliation, or any behaviour that demeans pupils.
- Encourage independence and self-regulation, offering support without fostering dependence.

#### **6. Working with Colleagues and Parents**

- Staff will work collaboratively, valuing the contributions of others.
- Professional disagreements should be addressed respectfully and constructively.
- Communication with parents/carers should be respectful, clear, and professional at all times.
- Concerns about colleagues' conduct must be raised through appropriate channels.

#### **7. Use of Resources and Premises**

- Staff must respect school property and resources, using them responsibly.
- Equipment and spaces should be left clean, safe, and ready for use by others.
- Personal use of phones and devices during working hours should be minimal and never interfere with professional responsibilities.

#### **8. Health, Safety, and Wellbeing**

- Staff must take reasonable care of their own health and safety and that of others.
- Incidents, hazards, or risks must be reported promptly.
- Staff wellbeing is valued, and support is available — staff are encouraged to seek help if they feel overwhelmed or stressed.

#### **9. Breaches of Policy**

Failure to follow this policy may result in disciplinary action, in line with [Tree of Life Educational and Therapeutic Input LTD's](#) staff disciplinary procedures. Serious

breaches, including safeguarding violations, may result in dismissal and/or referral to relevant professional bodies.