

All policies interrelate so please check other policies for pertinent information.

Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented



Staff Etiquette Policy

At Artisans the most valuable gift we can give the children is our time and attention.

Artisans is a space created for children and we are the models on which they are shaping their own development.

Artisans is a space shared by children, teachers and parents, this etiquette policy relates to interactions with all these groups within Artisans.

Please read the Classroom Etiquette Policy alongside this.

Artisans Philosophy

Dynamic, Responsible, Inquisitive, Grit, Playful, Contented

Through all our conduct we will promote the philosophy of Artisans and respect each other.

Role modelling and behaviours

Children learn intuitively and most deeply by copying : they will copy you so it is your duty to ensure the behaviours you model will bring out the greatest potential of each child as a unique individual in a social world.

Adults also unconsciously take behaviour cues from other adults so it is your duty to ensure you always show others the behaviour you would like them to show you.

Voices and conversation:

- Voices should always be calm.
- Tone should always be warm and never judgmental about an individual.
- The positive expectation and not the negative should always be stated and explained.
- Instruction should be framed in the language of "Take Care"
- No word or tone should ever reduce the dignity of the person being addressed in any way.

Moving

- Movement should be controlled and appropriate to the space.
- Respect should be given to personal space at all times
- Consideration of working spaces should be taken
- Care for our equipment and resources should always be taken.

Safeguarding

It is the duty of every individual to report any concern in relation to the safety of a child.
Please see the Safeguarding policy.

It is also our duty to behave in ways and create and follow processes which ensure and protect the physical and emotional well being of all our children and of all our adults all of the time.

Professionalism

It is the duty of every staff member at Artisans to remain professional throughout their time at Artisans and to be considerate of their professional responsibilities outside of Artisans also.

This policy is reviewed annually in the summer term
The lead teacher on this policy is SLT

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- We will avoid gossip and negative discussions about individuals or situations at all times and should we encounter such discussion we will actively end it. We will engage in constructive conversation about ways to improve.
- We will work as a team supporting, trusting, promoting and valuing each other openly and explicitly.
- We will respect the confidentiality of what we are told or overhear from children, parents and colleagues at all times in so far as it does not create a safeguarding concern.
- We will at all times support and help each other, proactively seeking ways to work effectively as a team and allowing each individual to have their strengths valued and their areas for development supported.
- We will follow Artisans policies and procedures at all times, respecting the reasons for them.
- We will present ourselves in appearance as respectable individuals ready to offer a stimulating environment for the development of children and adults.
- We will remain professional in our conduct and conversation at all times whether or not we have personal matters causing concern.
- We will follow the National teacher's standards

Conversations

- We will not engage in gossip and negative discussions about individuals or situations at any times and should we encounter such discussion we will actively end it. We will engage in constructive conversation about ways to improve.
- We will respect the confidentiality of what we are told or overhear from children, parents and colleagues at all times in so far as it does not create a safeguarding concern.

Conduct during non-contact hours and out of work

Whenever within Artisans we will ensure our conversation and conduct is fitting to our roles and responsibilities.

Outside work and especially in social media we will remember that we are trusted with significantly influencing the development of many children and play a role in the families who bring their children to Artisans. As such we will respect levels of confidentiality and of ensuring we respect others and retain the respect of others in our own behaviours. See also our social media policy statements.

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The lead teacher on this policy is SLT