**BRAINFORD**

**STAFF POLICY**

**Mission: our institution is committed to uphold excellence in all ramifications with academic excellence as our watchword. We don’t only focus on the intellectual development of our children, we also focus on their moral and social economic wellbeing. We do our best through the help of the Holy Spirit to reposition them for better performance in their academic endeavours.**

**Vision: To raise excellent boys and girls through holistic teaching, we aim at promoting quality education and character transformation. We therefore seek to create a very professional environment where effectiveness is the top priority.**

**Core values: Integrity, Academic Excellence, moral values Discipline, commitment, Quality service, knowledge and Team work.**

**OBJECTIVES OF THIS POLICY:**

This policy outlines the basic guidelines as to conducting and the organisation of staff activity. It is to help us organise the work environment that will serve as a catalyst for achieving our vision as an organisation.

## Work Schedule

Staff availability is solely dependent on the school calendar for the term and must be strictly adhered to. Teachers must be available prior to resumption of students for orientation. On school days, full time staff members are expected to be present in school on or before 7:30am. And close at 3:30pm

## Dress code

Staff members dressing would be an arrangement of the school management and the school administrator. Clothing items such as jeans, shorts, are not appropriate professional. An exception to this is that on Fridays staff members may wear native/jeans as Decided by the management.

**Staff Conduct:** The nature and mission of the school requires that staff members and students relate to others on a basis of trust. These relationships call for mutual respect, integrity and sensitivity towards others in the spirit of love. Students are significantly influenced by the lifestyle modelled before them both in and outside the school day. Therefore, staff members will commit themselves to positively and fervently promoting the cause of proper behaviour and professional conduct. The school will maintain strict guidelines for its staff members and students in order to reduce the risk of injury and abuse.

## Harassment

The school is committed to providing a work, learning, and growth environment in which all employed staff members, students and staff are treated fairly and with respect, and are free from harassment and intimidation.

**Concerns Regarding Staff Conduct**

Whenever there is concern regarding a staff member’s conduct, this must be reported to the supervising administrator who will investigate as soon as possible. The administrator will document in writing all information gathered, and take notes in all interviews and meetings. Serious matters will be referred to the Head of School immediately. Staff members will be given opportunity and time to respond to the findings of an investigation. During an investigation, the Head of School may temporarily or permanently remove a staff member from a work assignment.

## Absences

In preserving the primary role of staff to be of service to students, an administrator may approve no more than a total of 3 days of absence per year for a staff member, one per term. A 72 hours’ notice must be given to the school for approval before a staff can be absent. Non-adherence would result in a 1000 deduction from your pay.

### **Emergencies**

When it is necessary to be absent during the working day due to an illness or an emergency, staff members should notify the supervising administrator as soon as possible. In the case of being sick, staff members should call or ask a trusted third party to call in the case where the staff cannot call. At resumption, a detailed doctor’s report from a reputable hospital would be submitted to the school for review. Staff members must speak directly with their supervising administrator regarding emergency leave for other reasons.

### **Maternity Leave**

Maternity leave will be three months around the birth of their child, determined by the couple and communicated with the administrator.

**Staff-Parent Relationship**

We seek to create a very professional environment, where effectiveness is the top priority of every staff. To this effect, the following are the guide to relating with parents:

1. No staff is allowed to handle after school lesson for any child in the school. Peradventure you were taking a child before joining the school, it should be declared so it can be properly managed by the school.
2. You are not to discuss with parent on sensitive information about the school, information that should be disseminated from staff to parents are the ones approved by the school.
3. Staff members are not allowed to communicate directly with parents except in cases approved. Any concerns and observation should be channelled to the school management for proper handling.

**Staff-Staff Relationship**

We are models to the students of the school, hence the following are guides to how staff members should relate:

1. On no condition should staff be caught fighting or verbally abusing each other.
2. Staff should treat each other with mutual respect no matter the position on the school organogram and follow the school’s structure when it comes to chain of command.
3. We frown strongly at sexually harassing the opposite sex, no matter the situation at hand.
4. Staff member should keep the relationship with each other strictly professional, hence any other forms of relating should be subject to the school relationship policy.

**Staff-Student Relationship**

Relating with students should be done professionally, hence the following are rules to relating with students;

1. On no condition should a staff make statements that affects the self-esteem and self-image of a child. Staff should maintain positive affirmations in communication to any child.
2. All students must be treated with respect.
3. No student should be found in obscure corners with teachers in the school.
4. Relating with students who are same sex or opposite sex should not be done privately, at best, it should be done in the company of a supervising staff.
5. Teachers are prohibited from sending students on personal errands.

## Work Assignment

Administrators, in cooperation with the Head of School, will assign staff to their responsibilities and duties. If an administrator determines that a staff member in his/her division should have a different work assignment, the Head of School will be consulted to determine a plan of action. The administrator will then discuss the need for change as well as the plan of action with the staff member. A plan of action will result in one of the following options:

1. Reassignment to fill another need within the school;
2. Please note that staffs are not limited to the roles specified in your job description, you are to be engaged at several levels of your competence with assignment that leads to better delivery of services by the school from time to time.

## Controversial Issues

## Staff members should respect the views of colleagues, students and parents. They should also help students build respect and an understanding of opinions that differ from their own. Staff members should make every effort to follow the principles of the school unity

## Child Safety

## The safety of every child in your class is your primary responsibility hence, you bear the liability incurred for any incidence caused by your carelessness or lack of proper supervision. You are to ensure that the children are well managed and are not left unattended to.

## Supervision Duties

All elementary staff share in supervising the playground before school, during lunch and recess. A rotation schedule will be distributed each quarter. Also, staff members are assigned for pickup of students daily, Staff should be on duty on or before 7:00am for morning duty. If a teacher must be absent for a designated duty, he/she should make arrangements for coverage.

All staff are expected to read this policy handbook before signing.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read through and understand every aspect of this policy do sign in agreement.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_