



Working in Jordanhill School

Jordanhill School is very fortunate to benefit from its staff, parent helpers and other adults who give their time, energy, expertise and commitment to our pupils. The school is grateful for this support and recognises the numerous benefits brought to the school from everyone who works with us. The excellent relationships forged between adults and pupils in the school are evident to all those who witness the success of our pupils. Such relationships are built on the key principles that we have highlighted in this document, which is designed to offer guidance to non-teaching staff, parent helpers and all other adults who work with us in the school.

Key Principles for everyone working in Jordanhill School

- Be a good role model.
- Make pupils your key concern.
- Be open and honest, and act with integrity.
- Show respect for others.

All members of the community are required to adhere to our policy on [Dignity at Work](#)¹.

Working with Pupils

- You must treat all pupils without discrimination and with respect and fairness.
- When you work in a school you might hear personal and sometimes sensitive information about the pupils with whom you work. All information obtained in the school must be treated as confidential, and only shared as may be required by law, or under the policies or procedures of Jordanhill School.
- You are a role model for pupils in all you do and say; your conduct, honesty and fairness are highly important.
- The department you are working with will have briefed you on appropriate guidance for working with pupils and how to promote positive behaviour. Please follow this guidance and consult with the staff member in charge of the activity if you have any concerns or questions about this guidance.
- If you have any concerns about the well-being of a child, you should immediately report this to the member of staff overseeing the school activity or any member of the school management team.

¹ <http://www.jordanhill.glasgow.sch.uk/document/2016/dignity-work>

Working with Others

- You should treat everyone fairly, respectfully and without discrimination.
- You should not make any comment about teachers and other professionals or staff which may undermine them professionally.
- You should be professional in your relationships with parents and carers and must not become involved in inappropriate discussions or divulge sensitive or confidential information about other pupils, staff or the school.

Honesty and Integrity

- You must not engage in criminal behaviour of any kind, especially related to sex, dishonesty, firearms, misuse of drugs and violence against a person or property, serious public order or crimes of serious dishonesty.
- You should inform the school if you have been cautioned or have committed a criminal act that might affect your suitability to work with children.
- You must not by any means or in any circumstances make, view or access illegal or inappropriate images of children or protected adults.
- You should take great care and use common sense and appropriateness in your use of social networking, and maintain appropriate professional boundaries between yourself and pupils. Social networking sites should not be used to make comments about pupils, parents/carers, colleagues or Jordanhill School.

Equality and Diversity

- Anyone working on behalf of Jordanhill School is required to conform to our policy as set out in the single equality scheme on our website:
www.jordanhill.glasgow.sch.uk/school/school-policies
- You must treat all pupils without discrimination and with respect and fairness.
- You should engage and work positively with pupils, colleagues, parents and carers in an open, inclusive and respectful way, in line with the law and with a non-judgemental approach whatever their background, personal circumstances, cultural differences, values and beliefs.
- You should recognise the potentially serious impact which any demonstration by you of intolerance or prejudice could have upon your standing in the school.

If you have any queries or concerns or require any further information or training, please do not hesitate to contact the school.