



# Positive Work Environment Policy 2024

## Introduction

This policy sets out the principles and practices that will create a positive work environment for staff working at British Summer School.

Our employees are our most important asset. We value their well-being and strive to promote their personal and professional development. We encourage an open and positive work environment where everyone's voice is heard, and we believe that this will help our employees to actively contribute to the company's continued success and offer our students the best possible learning experience.

## Principles

The following principles will underpin our work environment:

- **Respect:** We will treat all children and staff with respect, regardless of their age, gender, ethnicity, religion, or sexual orientation.
- **Fairness:** We will treat all students and staff fairly, and will not discriminate against anyone.
- **Communication:** We will communicate openly and honestly with all students and staff.
- **Teamwork:** We will work together as a team to provide the best possible experience for all students.
- **Professionalism:** We will maintain high standards of professionalism in our work.

## Practices

The following practices will help us to create a positive work environment:

- We will have a clear code of conduct that outlines the expectations for all staff.
- We will provide regular training and support to all staff.
- We will organise regular staff meetings to keep everyone informed about what is going on on-site, to share ideas, and to solve problems.
- We will create a safe and supportive environment for all students.
- We will encourage staff to take breaks and to look after their well-being.
- We will celebrate the successes of all staff and students.

## Conclusion

We believe that by following these principles and practices, we can create a positive work environment that will benefit all students and staff.