



**St. Ita's and St. Joseph's
Primary and Post-Primary School**

**Grievance and Disciplinary Procedures
Policy**

Introduction

The policy of St. Ita's and St. Joseph's in relation to Grievance and Disciplinary Procedures has been developed in line with current legislation. Grievance and Disciplinary Procedures generally relate to breaches of school rules, policies, procedures or practices. They do not relate to disputes over pay, curricular matters or complaints of bullying or harassment. Teachers and staff in schools would normally invoke a grievance procedure for matters such as work allocation, changes in work practices or health and safety issues. However, it is advocated in line with best practice, that these matters should be dealt with informally with the principal in the first instance.

Aims

This policy aims to:

- Outline the agreed Grievance/Disciplinary Procedures for staff
- Ensure that all staff are aware of the procedures.

School Ethos

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. Our school advocates respect for all in the Workplace through our Dignity in the Workplace Policy and Charter available on our school server for staff and on our website www.stitasandstjosephs.com. The Working Together Procedures and Policies for Positive Staff Relations (INTO) is advocated as best practice in relation to dealing with positive staff relations. We support the implementation of these procedures in our school.

Internal Procedures

It is of the utmost importance that issues are resolved, if at all possible, informally, with the facilitation of the school Principal. Where this is not possible the relevant procedures for dealing with grievances shall be followed. Some of which include:

- Circular 0072/2011: Grievance Procedures for Special Needs Assistants
- Circular 0049/2018: Revised Procedures for Suspension and Dismissal of Teachers and Principals
- Education Act 1998: Section 24

Note: the above list is not exhaustive. The Department of Education and Skills review and update their publications regularly. It is incumbent on staff to ensure that they stay informed of the most up to date procedures in relation to grievances published by the Department of Education and Skills.

Please see the Department of Education and Skills website at www.education.ie for the agreed procedures. While there are a variety of procedures for alternative staff, they all follow a similar pattern, that begins by trying to resolve the grievance informally with the principal and only then to adopt the formal procedures. It is incumbent that one notifies the principal in writing, that the procedures are being invoked at each stage 1. In general the procedures follow 4 stages:

Stage 1: Resolution with the Principal (discussion with the Principal to resolve the matter)

Stage 2: Resolution with the Chairperson (discussion with the Chairperson to resolve the matter)

Stage 3: Board of Management involvement

Stage 4: Independent Tribunal.

It should be remembered that there is an express onus on a staff to maintain appropriate standards of professionalism and to personally address competence issues if and when they arise and that procedures can commence at any stage.

Equality

Our school will not discriminate on any of the nine grounds named in the Equal Status Act and any processes and procedures will not be applied in a discriminatory way. The school is committed to positive action for those who are disadvantaged or who need assistance that others do not need and the school should be alerted to the fact that support is needed so it can be put in place. Discrimination under the nine grounds or harassment including sexual harassment is prohibited in our school.

Implementation

This policy has been in operation in our school since the procedures were published. The procedures are available at www.education.ie.

Ratification and Communication

The policy was ratified by the Board of Management on the 03/12/13. All our updated Plans and Policies are available for all staff on our school server or our school website. The policy was reviewed from February – March 2019 and changes were ratified on the 04-04-19.