

## **Dignity in the Workplace Policy**

Ratified by the Board of Management: 21/10/2025

Review Date: October 2027

### **1. Policy Statement**

St. Patrick's NS is committed to providing a workplace and school environment where the dignity and respect of every individual are upheld at all times.

All members of the school community — staff, pupils, parents/guardians, visitors and the Board of Management — have the right to be treated with respect, courtesy and fairness. The school does not tolerate any form of bullying, harassment, discrimination, or behaviour that undermines another person's dignity.

This policy aims to ensure that all interactions within the school, including those between school staff and between staff and parents, are characterised by mutual respect, understanding and professionalism.

### **2. Legislative and Policy Context**

This policy is informed by:

- Safety, Health and Welfare at Work Act 2005
- Employment Equality Acts 1998–2021
- Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (HSA/WRC, 2021)
- Working Together – Ag Obair Le Chéile (Department of Education, 2024)
- Revised Parental Complaints Procedure for Primary Schools (2024)

### **3. Scope**

This policy applies to:

- All staff (teaching and non-teaching) of St Patrick's NS
- The Board of Management
- Parents/guardians and visitors when engaging with the school
- Contractors and volunteers working in or on behalf of the school

#### **4. Principles of Dignity at Work**

We are committed to:

- Treating every individual with respect and courtesy
- Fostering an atmosphere of trust, openness and support
- Promoting equality and inclusion
- Addressing issues or misunderstandings promptly and informally where possible
- Ensuring confidentiality in all dealings, consistent with fairness and natural justice

#### **5. Standards of Behaviour**

Unacceptable behaviour includes, but is not limited to:

- Bullying, harassment, intimidation or humiliation
- Aggressive, abusive, or threatening communication (in person, in writing, or online)
- Shouting, name-calling, or disrespectful gestures
- Spreading rumours or false information
- Interfering in matters that are the responsibility of other staff members or parents

All interactions, whether in person, by phone, email or online, should be calm, respectful and focused on the issue at hand.

#### **6. Communication Between Parents and Teacher/Teacher and Parents**

Positive communication between home and school is essential to the well-being and progress of pupils. To support this, the following practices apply:

##### **1. Messages:**

- Teachers will use Aladdin to send messages/information to parents (e.g. changes to PE day, information about trips etc).
- Teachers may phone parents/guardians if they need to have a conversation relating to a school issue.
- Parents/Guardians may call the school office on 0749125455, send a written note, or email [lurgybrackns@gmail.com](mailto:lurgybrackns@gmail.com) to pass a message to their child's class teacher or special education support teacher (e.g. if a child is missing a book, has an appointment that week etc).

##### **2. Appointments:**

- Parents/guardians may contact the school office if they wish to arrange a call with their child's teacher.

##### **3. Purpose of Meetings:**

- When requesting a meeting, parents are asked to outline the issue or topic in advance, so the teacher is aware.

#### 4. Respect for Time and Privacy:

- Meetings should take place at a mutually agreed time and be of reasonable duration.
- Teachers can discuss the child of the parents/guardians they are meeting.
- If an issue arises which requires further conversation with other parties, that will be noted to be followed up on by the appropriate person (principal/another class teacher etc)

#### 5. Tone and Conduct:

5.1 All communication must be courteous and respectful.

5.2 Aggressive or inappropriate behaviour (written, verbal or physical) is unacceptable and will not be tolerated.

5.3 If aggressive or inappropriate behavior is displayed, the meeting, call or email communication will be immediately ended.

5.4 Anyone behaving in this way will not be communicated with again until they meet directly with the Principal and/or the Chairperson of the Board of Management.

#### 6. Written and Digital Communication:

- Emails, notes or messages should be clear, polite and factual.
- Social media should not be used to raise or discuss school concerns.

### 7. Addressing Concerns or Complaints

Where a parent/guardian has a concern or complaint about a matter affecting their child:

#### 1. Stage 1 – Informal Resolution

- The parent should first raise the concern by contacting class teacher via the methods listed in section 6.1.
- Most matters can be resolved at this level.

#### 2. Stage 2 – Principal Involvement

- If the issue remains unresolved, the parent may request a call or meeting with the Principal.

#### 3. Stage 3 – Formal Complaints Procedure

- If the matter cannot be resolved informally, the parent may use the Revised Parental Complaints Procedure (2024).
- This ensures fairness, transparency and timely handling of complaints.

The Board of Management may take appropriate action if any person's behaviour breaches the dignity and respect principles outlined in this policy.

### **8. Responsibilities**

- Board of Management: Ensures the policy is implemented and reviewed regularly.
- Principal: Promotes a culture of respect and tolerance and ensures staff and parents are aware of procedures.
- All Staff: Model positive behaviour and handle issues in a fair and professional manner.
- Parents/Guardians: Engage respectfully with staff and follow the agreed procedures for communication and complaints.

### **9. Breaches of the Policy**

Breaches of this policy by staff will be dealt with under the relevant employment procedures.

Where a parent or visitor behaves inappropriately, the Principal or Chairperson of the Board may limit or restrict future contact with the school in accordance with Department of Education guidance.

### **10. Review**

This policy will be reviewed every two years or sooner if required by legislative or procedural changes.

Signed: 

Chairperson, Board of Management

Date: 21/10/2025