

2024 Review of Staff Relations Policies & Procedures for all school staff:

The Board of Management of St. Anthony's School recognises that all staff members have the right to a workplace free from harassment, bullying and sexual harassment and is fully committed to ensuring that every staff member will enjoy that right. Each and every employee has a duty to uphold the right of every individual in the facility to work in an environment that is free from bullying or harassment of any kind.

In recognition of this fact the whole school has adopted and affirmed the HSA Dignity in the Workplace Charter, most recently on 15/3/2018, 29/8/2019 and again 27/8/2024.

Additionally, all teachers must abide by the **Teaching Council Code of Professional Conduct 2nd Edition July 2016** which is underpinned by the four core values which we also apply in our school of Respect, Care, Integrity and Trust. INTO has 2024 updated their **Working together** staff procedures, with appendixes to follow.

Working relationships must be underpinned by a deep respect for persons and is characterised by courtesy, tolerance, loyalty and respect for the integrity of all. Courtesy, helpfulness, co-operation, integrity, trust, generosity, kindness, friendliness and justice are among the qualities that are valued in the workplace here at St. Anthony's School.

Every person in this workplace has the right to be treated with respect and courtesy and to have his or her individuality valued. While we recognise that there may be personal differences between people who work at St. Anthony's School, these differences should not and will not impinge upon good working relations in the workplace.

All staff are valued for their personal and professional experience, knowledge and expertise and for their contribution within the workplace, whether inside or outside St. Anthony's School.

Harassment and/or bullying create an unpleasant and ineffective working and learning environment. They can destroy the self-esteem and health of staff members and students. It is in everyone's interests to prevent and combat this behaviour.

Bullying and harassment are defined by the impact of the behaviour on the recipient rather than the intention of the perpetrator. The effect of the behaviour on the staff member concerned is what is important. It is up to each member of staff to decide what behaviour is unwelcome, irrespective of the attitudes of others to the matter. It is important to note that when it comes to bullying and/or harassment, no hierarchy

St Anthony's Special school- Dignity in the Workplace policy

exists in St. Anthony's School. A person should not feel that they can be bullied just because the person is their colleague, supervisor, manager, Board of Management etc.

The following behaviour does not constitute bullying:

- The proper exercise of authority by management
- Constructive and fair criticism of a staff member's conduct or work performance.
- Poor work performance and/or conduct is dealt with according to the operation of the appropriate (discipline and grievance) procedures.

Behaviour that constitutes bullying or harassment may be physical, non-physical or verbal.

Examples of Physical forms of bullying (LIST IS NOT EXHAUSTIVE)

- Shoving, jostling, obscene or insulting gestures
- Interfering with personal property or work station

Examples of Non-physical and verbal forms of bullying may include: (LIST IS NOT EXHAUSTIVE)

- Private or public humiliation, deliberate exclusion/ostracism e.g the cold shoulder treatment, the silent treatment
- Repeated use of offensive or derogatory comments/language directed at an individual or individuals
- Personal insults, such as name calling, sneering, continued and deliberate staring, double edge comments
- Repeated put downs, offensive jokes or verbal abuse
- Manipulation of someone's reputation
- Constant criticism, preventing someone from speaking, shouting, public reprimands, rages over trivialities or insults
- Undermining a person's role, work, dignity or respect (self-esteem)
- Spreading malicious or unkind rumours or gossip
- Hostile or "cold" attitudes, inappropriate looks, threatening behaviour
- *It is essentially any conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*

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There are two approaches in St. Anthony's School for dealing with bullying and/or harassment; informal and formal. While it is the decision of the complainant in the first instance which approach to adopt in any particular situation, St. Anthony's School, having regard to the Code of Practice on the Prevention and Resolution of Bullying and Harassment at Work, will encourage the use of the informal approach. However, if an issue is sufficiently serious then St. Anthony's School reserves the right to initiate a formal investigation into the matter. In relation to dealing with harassment and/or bullying incidents or complaints St. Anthony's School adopts the following policies and procedures:

- Our school Bullying policy 2022
- Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and PostPrimary Schools June 2024
- INTO 2024 Working Together
- DES Circular 72/2011 "Grievance and Disciplinary Procedures for SNA's in Recognised Primary & Post Primary Schools" available on www.education.ie which is operated for all schools and staff since 2011
- INTO "Grievance Procedures for Teachers and Principals in Primary Schools" available on www.into.ie
- DES Circular 60/2009 "Revised Procedures for Suspension and Dismissal of Teachers under Section 24(3) of the Education Act 1998"
- Code of Practice on the Prevention and Resolution of Bullying and Harassment at Work by the Health & Safety Authority 2007

Reviewed by staff at a meeting on 27th of August 2024

Approved by the Board of Management at a meeting on 23rd of September 2024