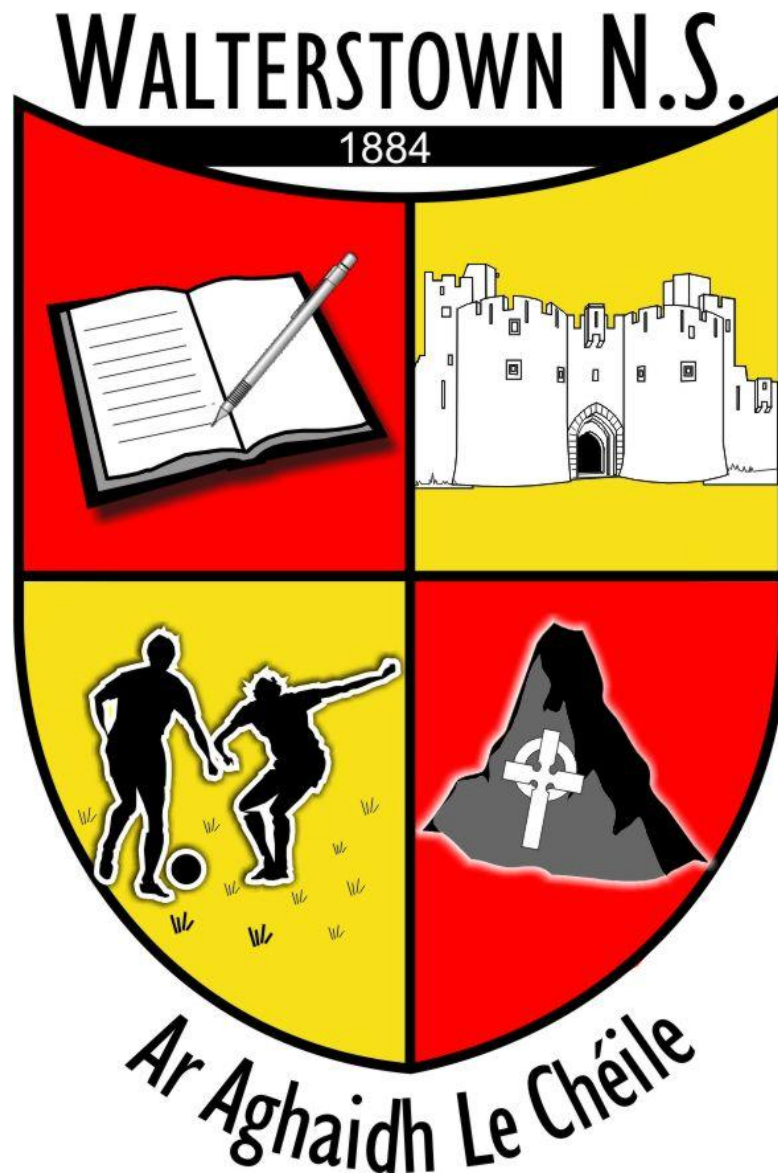


Dignity in The Workplace





This document is intended to provide details of the main policies of Walterstown National School. It is intended to help the school community to understand the environment and approach of the school. This document is regularly reviewed. All feedback is encouraged and welcome.

Version	Description	Authors
March 2021	Review of existing policy & format	Board of Management

School Contact Details

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Introductory Statement

Walterstown N.S. is a Roman Catholic School, under the patronage of the Bishop of Cloyne. We aim to promote the full and harmonious development of all aspects of our pupils: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. Our school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ.

Vision

Our school also strives to accommodate individuality, while acknowledging the right of each pupil to education in a disruption free environment. We also promote a sense of responsibility towards the wider community. Parents are recognised as the primary educators of their children. Teachers are recognised as professionals in education and work in partnership with parents.

Rationale

Walterstown N.S. is committed to protecting the dignity of all those who work within the school. In particular, we are committed to ensuring that our school is free from any form of bullying or harassment at work and that our work environment is conducive to providing a high quality education in an atmosphere of respect, safety and equality. Bullying behaviour or lack of respect for others' dignity, by its very nature, undermines and dilutes the quality of work and imposes psychological damage. As such, it is an issue which must be positively and firmly addressed through a range of school based measures and strategies through which all members of the school community are enabled to act effectively in dealing with this behaviour. Both the school's management and its employees have responsibilities for creating and contributing to the maintenance of a work environment free from bullying and harassment. Employees also have an obligation to cooperate with the investigation of complaints of bullying or harassment in the school.

Aims of Policy

The Dignity at Work policy aims to:

- Create and maintain a positive working environment in Walterstown N.S. whereby the right of the individual to dignity at work is recognised and protected
- Provide awareness regarding the steps which individuals may take if they believe that they have been bullied, harassed, or sexually harassed
- Encourage the use of informal resolution methods and the use of mediation as often and as early as possible during disputes
- Ensure that all staff are aware of and committed to the principles outlined in this policy



Commitment to Dignity & Respect

Walterstown NS is a school which is committed to creating, maintaining and constantly striving to enhance a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Core Principles of Policy

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment will not be tolerated by this school. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of DES Circulars 61/2017 and 62/2017 with respect to the assault of teachers and SNA will be applied, as appropriate.

What is Workplace Bullying and Harassment?

The Board of Management defines adult bullying as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying.

A key characteristic of bullying is that it usually takes place over a period of time, it is regular and persistent inappropriate behavior, which is specifically targeted at one employee or a group of employees.

The following is a non-exhaustive list of examples of types of behavior that may constitute bullying:

- Verbal abuse/insults, undermining remarks
- Exclusion with negative consequences
- Intimidation
- Aggression
- Humiliation, ridicule, belittling efforts
- Excessive monitoring of work
- Withholding work-related information

Harassment is any form of unwanted conduct related to any of the following grounds:

- Gender
- Civil status
- Family status



- Sexual orientation
- Religious belief
- Age
- Disability
- Race, colour, nationality or ethnic or national origin
- Membership of the Traveller community

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. Unlike bullying, a single incident may constitute harassment.

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature, which has the purpose or effect of violating a person's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

A Positive Work Environment

It is agreed that we will all work to make this school a good place to work. A good place to work has a positive work environment characterised by:

- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the employer's obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent "*improper conduct or behaviour*" likely to put health and safety at risk.



It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management, and be repeated by way of review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

What Happens if there is an Allegation of Bullying or Harassment?

Without prejudice to an individual's right to take such advice or steps as he/she may decide, the Board of Management will take seriously any allegation of workplace bullying or harassment.

Supportive and effective procedures, in accordance with nationally-agreed procedures, are in the place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

The Employee Assistance and Wellbeing Programme (formally called Carecall), a free and confidential counselling service, is available for teachers, SNAs and other staff. The Freephone number is 1800 411 057 and is available 24 hours a day, 365 days a year.

Summary

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles, practices and procedures to support the exercise of that duty in our school.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a good and safe place to work, where every individual's dignity is respected.

The policy is formulated in light of the Labour Relations Commission's Codes of Practice S.I. No.17/2002 and S.I. 208/2012 for addressing bullying in the workplace and harassment/sexual harassment respectively, together with the Health & Safety Authority Code of Practice (2007) on the prevention and resolution of bullying at work. Also with reference to the Working Together document (INTO)

Roles and Responsibility

All members of the school community, under the positive and supportive leadership of the Board of Management and Principal, have both a role and a responsibility in successfully implementing this policy. The policy will be monitored and evaluated on an ongoing basis by the policy committee through feedback from members of the school community.



Implementation Date

This policy was implemented _____. Amendments will be implemented immediately.

Timetable for Review

This policy is to be reviewed during the school year _____.

Ratification and Communication

The amended policy will be communicated to members of the Board of Management prior to the meeting of the BOM on _____. Parents will be made aware in the next school communication that the policy is available for viewing on the school website.

Date of ratification: _____

Signed: _____ Date: _____