



Disciplinary and Grievance Procedures

For the purpose of clarity this policy document will be split in two sections.

Section 1: Disciplinary Procedures

Rationale for Disciplinary Procedures in Schools

The Board of Management of Boher National School, as an employer, has a statutory obligation to ensure that all staff are treated fairly and consistently. Disciplinary procedures are in place to maintain high standards of conduct and performance in the workplace, to provide a transparent and structured mechanism for addressing issues of misconduct, poor performance, or breaches of duty, and to ensure compliance with relevant employment legislation, national codes of practice, and Department of Education circulars. These procedures also help to protect both the school and staff by reducing potential legal liability and supporting a fair and consistent approach to staff management.

Applicability of Disciplinary Procedures

Disciplinary procedures in Boher National School apply in accordance with the employment category of the staff member concerned.

- For teachers, procedures are governed by *DES Circular 49/2018: Disciplinary Procedures for Teachers employed in Recognised Primary and Post-Primary Schools*.
- For Special Needs Assistants (SNAs), procedures are set out in *DES Circular 72/2011: Grievance and Disciplinary Procedures for SNAs*.
- For other contracted staff (such as secretaries, caretakers, or cleaning staff), disciplinary procedures are in line with the terms of the CPSMA Standard Contract of Employment, which each staff member signs at the commencement of employment.

Statement of Compliance – Disciplinary Procedures

The Board of Management of Boher National School affirms its commitment to applying disciplinary procedures in accordance with statutory requirements, best practice, and the relevant employment frameworks for each category of staff.

For **teachers**, disciplinary procedures are conducted in line with *DES Circular 49/2018: Disciplinary Procedures for Teachers employed in Recognised Primary and Post-Primary Schools*. For **Special Needs Assistants (SNAs)**, the procedures follow *DES Circular 72/2011: Grievance and Disciplinary Procedures for SNAs*. For **other contracted staff** (including secretaries, caretakers, and cleaning staff), disciplinary procedures are governed by the terms of the **CPSMA Standard Contract of Employment**, which is agreed and signed by each staff member at the commencement of employment.

In all cases, disciplinary procedures are implemented in accordance with the principles of natural justice, fairness, and consistency, as set out in *S.I. No. 146/2000: Code of Practice on Grievance and Disciplinary Procedures*. This ensures that all staff are treated equitably while maintaining professional standards and protecting the interests of the school community.

Section 2: Grievance Procedures

What is a Grievance Procedure?

For the purpose of this procedure, a grievance is defined as a complaint which an employee/s has/have in relation to breaches of school rules, policies, practices, procedures and acts, or omissions of management, that affect their employment conditions and/or roles and/or responsibilities.

Please Note: A grievance is an upward-only procedure and cannot be initiated against another teacher. Grievances pertain to matters relating to an employee's own terms of employment or work environment. Issues concerning staff relations are addressed under Procedure 1 section of the 'Working Together' document, while allegations of bullying and harassment are dealt with under Procedure 2 section of the same document.

What is the purpose of a Grievance Procedure?

The purpose of this procedure is to provide a mechanism for the resolution of a grievance or grievances which a Teacher, SNA, Staff member or a Principal Teacher in a national school, has against:

- The Principal Teacher in respect of their duties and responsibilities for the organisation, conduct and day to day activities of the school,
- The Chairperson of the Board of Management in their individual capacity, or
- The Board of Management/employer in respect of the exercise of any of its responsibilities for the governance of the school

Applicability of Grievance Procedures

In Boher National School, grievance procedures are applied in line with the employment category of the staff member concerned. However, the staged approach outlined in *Procedure 3* of the *Working Together* document is recognised as a suitable and effective framework for addressing grievances for all staff members.

- For teachers, procedures are governed by 'Working Together' document
- For Special Needs Assistants (SNAs), procedures are set out in *DES Circular 72/2011: Grievance and Disciplinary Procedures for SNAs*.
- For other contracted staff (such as secretaries, caretakers, or cleaning staff), disciplinary procedures are in line with the terms of the CPSMA Standard Contract of Employment, which each staff member signs at the commencement of employment

Statement of Compliance – Grievance Procedures

Boher National School affirms its commitment to best practice in the operation of grievance procedures. This policy is framed in accordance with the **Code of Practice on Grievance and Disciplinary Procedures (S.I. No. 146/2000)**, as issued by the Labour Relations Commission, and the **Working Together: Procedures and Policies for Positive Staff Relations** document agreed between the education partners.

The Board of Management undertakes to follow the **staged approach to grievance resolution** outlined in the '**Procedure 3**' section of the *Working Together* document, ensuring that staff concerns are addressed promptly, confidentially where appropriate, and in a structured manner that supports positive working relationships within the school.

The policy was ratified by the Board of Management of Boher N.S. on 22/12/2025

Signed: Patrick L. O'Sullivan Chairperson, Board of Management