Disciplinary & Grievance Procedures

The Board of Management ("BOM") of Libermann Spiritan School hereby formally resolves that it has adopted, and will operate in accordance with, the following Department of Education and Skills / recognised sectoral procedures and guidelines in respect of disciplinary and grievance matters affecting staff:

1. **Working Together – Procedures for Dealing with Disciplinary Issues in the Workplace:**
   The Board affirms that it has adopted the agreed procedures set out in *Working Together – Procedures for Dealing with Disciplinary Issues in the Workplace* for all applicable members of staff. These procedures establish the framework for the fair, consistent and transparent handling of disciplinary issues, in accordance with recognised best practice, principles of natural justice, and relevant employment obligations.
   Link: https://www.into.ie/app/uploads/2019/07/Working-Together_English.pdf

2. **Circular 72/2011 – Disciplinary and Grievance Procedures for Special Needs Assistants (SNAs):**
   Circular 72/2011, issued by the Department of Education and Skills, sets out the agreed disciplinary and grievance procedures for Special Needs Assistants (SNAs) in recognised primary and post-primary schools. The Board confirms that these procedures have been incorporated into the school's governance arrangements and will be applied as appropriate.
   Link: https://circulars.gov.ie/pdf/circular/education/2011/72.pdf

3. **Circular 60/2009 – Revised Procedures in Relation to Professional Competence Issues and General Disciplinary Matters:**
   Circular 60/2009, issued by the Department of Education and Skills, provides the agreed procedures in relation to professional competence matters and general disciplinary issues. The Board confirms that where relevant, and as appropriate, these procedures will be observed in conjunction with the procedures noted above.
   Link: https://www.gov.ie/en/department-of-education/circulars/revised-procedures-in-relation-to-professional-competence-issues-and-general-disciplinary-matters/

The Board of Management confirms that the foregoing documents and procedures collectively constitute the disciplinary and grievance procedures adopted by the school. The Board affirms its commitment to ensure that all disciplinary and grievance matters are managed in a manner that is fair, equitable, consistent, transparent, and in accordance with statutory obligations, Department of Education and Skills guidelines, recognised principles of employment law, and the requirements of natural justice.

This policy is reviewed as required by update of legislation and departmental circular.