



*"Great oaks from
little acorns grow"*

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Dignity in the Workplace Policy

1. Introduction

Park National School is a rural Catholic primary school in the Parish of Killeagh under the patronage of the Bishop of Cloyne. Consistent with our ethos and mission, the school is committed to ensuring that every adult in the school community experiences a professional, respectful, collaborative and safe working environment.

This policy is informed by Department of Education circulars, INTO guidance (Working Together – Ag Obair le Chéile), CPSMA procedures, and national Codes of Practice relating to bullying, harassment and dignity at work.

2. Core Principles

The school is committed to maintaining a workplace characterised by respect, openness, collaboration and fairness. Bullying, harassment, sexual harassment or disrespectful behaviour will not be tolerated.

All employees have the right to dignity and respect in the workplace. Each staff member also has a responsibility to uphold these standards in all interactions.

As a Catholic school, the principles of respect, care and justice guide the relationships and culture within the school community.

3. Definitions

Workplace bullying refers to repeated inappropriate behaviour, direct or indirect, that undermines an individual's right to dignity at work. A single incident, while inappropriate, is not generally considered bullying.

Examples include verbal abuse, undermining remarks, exclusion with negative consequences, intimidation, humiliation, excessive monitoring of work, withholding work-related information, and unreasonable blame.

Harassment refers to unwanted conduct related to any of the nine protected grounds that violates a person's dignity or creates an intimidating or offensive environment. A single incident may constitute harassment.

Sexual harassment includes unwanted verbal, non-verbal or physical conduct of a sexual nature that violates a person's dignity or creates a hostile or humiliating environment.

4. A Positive Work Environment

A positive work environment at Park National School is characterised by supportive relationships, open communication, collaboration, professional courtesy, transparency in decision-making, and constructive conflict resolution.

All staff members share responsibility for contributing to a respectful and positive workplace culture.

The school Safety Statement includes a commitment to preventing improper conduct or behaviour in the workplace.

5. Preventative and Supportive Measures

The Board of Management will ensure policy awareness, regular review, training where required, clarity of roles and responsibilities, and access to advisory support where appropriate.

A designated Contact Person will be available to staff who may be seeking guidance in relation to concerns about workplace behaviour.

Employees may access the Employee Assistance Service for confidential support.

6. Procedures for Addressing Allegations of Bullying or Harassment

The Board of Management takes all allegations seriously and will address them using the appropriate nationally-agreed procedures.

The process generally includes informal approaches, facilitated resolution, and, where necessary, formal investigation through Working Together – Ag Obair le Chéile, CPSMA procedures and the steps outlined in Circular 0049/2018 Revised Procedures for Suspension and Dismissal of Teachers and Principals.

Natural justice, confidentiality and fairness will underpin all stages of the process.

7. Interactions with Parents, Visitors and the Wider Community

All individuals who engage with the school are expected to act respectfully toward staff.

Inappropriate behaviour towards staff will be addressed in accordance with relevant school policies and Department of Education circulars.

8. Roles and Responsibilities

The Board of Management is responsible for maintaining a safe and respectful workplace and for ensuring the effective implementation of this policy.

The Principal and Deputy Principal promote a positive workplace culture and address concerns in accordance with recognised procedures.

All staff members must uphold this policy and contribute to a respectful and professional environment.

9. Review

This policy will be reviewed if required by legislative changes, Department of Education directives or emerging needs within the school.

10. Ratification

This policy was adopted by the Board of Management on 16-12-25.

Signed: Pat Corran Chairperson, Board of Management of Park NS

Signed: Naren Hennessey Principal

Date: 16/12/25