



Gaelscoil Uí Riada

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Dáta Athbhreithnithe	Déanta ag:
Feabhra 2025	Bord Bainistíochta

Sainmhíniú níos leithne ar na Nósanna Imeachta an Pholasaí um Dhínit san Ionad Oibre do Scoileanna

Further details of the mechanisms referenced in the Dignity & Respect in the Workplace Policy

Ghlac Bord Bainistíochta Ghaelscoil Uí Riada leis an bpolasaí seo ar _____ tar éis dul i gcomhairle le gach ball foirne.

Tá an beartas ceaptha i bhfianaise Chóid Chleachtais an Choimisiúin um Chaidreamh Oibreachais S.I. Uimh. 17/2002 agus S.I. 208/2012 chun dul i ngleic le bulaíocht san ionad oibre agus ciapadh/ciapadh gnéasach faoi seach, mar aon le Cód Cleachtais an Údaráis Sláinte & Sábháilteachta (2007).) maidir le bulaíocht ag an obair a chosc agus a réiteach. *The Board of Management of Gaelscoil Uí Riada has adopted this policy on _____ following consultation with all staff members.*

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.

A. Bunphrionsabail an Bheartais/ Core Principles of Policy

Tá an scoil seo tiomanta do thimpeallacht dhearfach oibre ina ndéantar obair in atmaisféar meas, comhoibrithe, oscailteacht agus comhionannais.

Ní ghlacfaidh an scoil seo le bulaíocht agus ciapadh daoine fásta. Tá sé de cheart ag gach fostaí go gcaitear leo le dínit agus le meas. Tá an bhainistíocht tiomanta d'idirghabháil a dhéanamh ar bhealach cuí - ag baint úsáide as ceann de na nósanna imeachta Bainistíochta/INTO a nglactar

leis - chun líomhaintí bulaíochta nó ciapadh a imscrúdú agus déileáil leo. Beidh feidhm ag forálacha Chiorcláin 61/2017 agus 62/2017 ón ROS maidir le hionsaí múinteoirí agus CRS, de réir mar is cuí.

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 apply, as appropriate.

B. Cad is Bulaíocht agus Ciapadh san Ionad Oibre ann/What is Workplace Bullying and Harassment?

Sainmhíonann an Bord Bainistíochta bulaíocht aosach mar iompar míchuí arís agus arís eile, díreach nó indíreach, béil, fisiceach nó eile, arna stiúradh ag duine amháin nó níos mó i gcoinne duine eile nó daoine eile, ag an áit oibre agus/nó i gcúrsa fostaíochta, a d'fhéadfadh a bheith ann. a mheas le réasún go mbaineann sé an bonn de cheart an duine chun dínit ag an obair.

D'fhéadfadh eachtra aonair den iompar a bhfuil cur síos air sa sainmhíniú seo cur isteach ar dhínit san ionad oibre ach, mar eachtra aonuaire, ní mheastar gur bulaíocht é.

Príomhthréith de chuid na bulaíochta is ea go dtarlaíonn sí thar thréimhse ama de ghnáth, is iompar míchuí rialta agus leanúnach é, atá dírithe go sonrach ar fhostaí amháin nó ar ghrúpa fostaithe.

Seo a leanas liosta neamh-uileghabhálach de shamplaí de chineálacha iompair a d'fhéadfadh a bheith mar bhulaíocht:

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:

- *Mí-úsáid ó bhéal/ maslaí, ag baint an bonn de ráitis*
- *Eisiamh le hiarmhairtí diúltacha*
- *Imeaglú*
- *Ionsaí*
- *Náiriú, magadh, iarrachtaí belittling*
- *Monatóireacht iomarcach ar an obair*
- *Faisnéis a bhaineann le hobair a choinneáil siar*

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

Is ionann ciapadh agus iompar gan iarraidh a bhaineann le haon cheann de na forais seo a leanas:

- *Inscne*
- *Stádas sibhialta*
- *Stádas teaghlaigh*
- *Claonadh gnéasach*
- *Creideamh reiligiúin*
- *Aois*
- *Míchumas*
- *Cine, dath, náisiúntacht nó bunús eitneach nó náisiúnta*
- *Ballraíocht den Lucht Siúil*

a bhfuil d'aidhm nó d'éifeacht aige dínit duine a shárú agus timpeallacht imeaglaíthe, naimhdeach, táireach, náirithe nó maslach a chruthú don duine. Murab ionann agus bulaíocht, féadfaidh eachtra amháin a bheith ina chiapadh.

Is éard atá i gceist le gnéaschiapadh aon chineál iompair bhriathartha, neamhbhriathartha nó fisiceach nach dteastaíonn de chineál gnéasach, a bhfuil d'aidhm nó d'éifeacht aige dínit duine a shárú agus/nó timpeallacht imeaglach, naimhdeach, táireach, náirithe nó maslach a chruthú don duine.

Aithnítear go bhféadfadh gearáin faoi bhulaíocht agus faoi chiapadh teacht chun cinn i measc comhghleacaithe oibre ach go bhféadfadh sé tarlú freisin maidir le cuairteoirí chun na scoile. I gceachtar cás, is é an tiomantas d'ionad oibre dearfach, ina bhfuil meas ar dhínit san ionad oibre, i réim.

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.

C. Timpeallacht Dhearfach Oibre/ A Positive Work Environment

Táimid tiomanta atmaisféar dearfach oibre a chruthú agus a chothabháil do chách. Tá na tréithe seo a leanas ag baint le timpeallacht dhearfach oibre:

- ✓ Atmaisféar tacúil
- ✓ Cumarsáid mhaith agus oscailte (m.sh. trí dheiseanna ag cruinnithe foirne rialta)
- ✓ Iompar idirphearsanta cuí
- ✓ Comhoibriú
- ✓ Plé oscailte agus réiteach coinbhleachta
- ✓ Aitheantas, aiseolas agus dearbhú mar is cuí
- ✓ Caitheamh cothrom leis an bhfoireann ar fad (lena n-áirítear córais chothroma roghnúcháin agus ardú céime de réir nósanna imeachta comhaontaithe)

We are committed to creating and maintaining a positive working atmosphere for all. A positive work environment is characterised by the following:

- ✓ *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)

Tá freagracht ar gach duine a pháirt a ghlacadh chun cur le timpeallacht dhearfach oibre. Maidir leis seo, tá freagracht shoiléir ar dhuine atá ina fhinné nó ina fhéachadóir as imní faoi dhínt ag an obair agus bagairtí air sin a ardú, ar bhealach cuí agus tráthúil. *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.*

Áireofar sa Ráiteas Sábháilteachta – mar atá sainordaithe faoin Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005 – gealltanais freisin do thimpeallacht dhearfach oibre, i bhfianaise oibleagáidí an fhostóra mar a leagtar amach in Alt 8 den Acht sin, lena n-áirítear an dualgas obair a bhainistiú. gníomhaíochtaí ar bhealach a choiscfidh “iompar nó iompar míchuí” ar dóigh dó sláinte agus sábháilteacht a chur i mbaol. *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.*

Tá sé aontaithe go mbeidh roinnt céimeanna ag gabháil le glacadh an pholasaí seo inár scoil chun ár dtimpeallacht oibre a scrúdú agus, de réir mar is gá, chun athruithe a aontú a léiríonn tiomantas do dhínt san ionad oibre. Tionscnóidh an Bhainistíocht na céimeanna seo, agus athbhreithneofar iad ag eatraimh chuí. *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.*

Is féidir cur síos a dhéanamh go ginearálta ar na gníomhartha atá le déanamh mar Aithint, Measúnú, Straitéisí Forfheidhmithe agus Monatóireacht *The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.*

D. Cad a Tharlaíonn má tá Líomhain Bulaíocht nó Ciapadh ann/*What Happens if there is an Allegation of Bullying or Harassment?*

Gan dochar do cheart an duine chun cibé comhairle nó céimeanna a chinneadh sé/sí a ghlacadh, déanfaidh an Bord Bainistíochta aon líomhain maidir le bulaíocht nó ciapadh san ionad oibre a ghlacadh dáiríre. *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.

Tá nósanna imeachta tacúla agus éifeachtacha, de réir nósanna imeachta atá aontaithe go náisiúnta, [**Oibriú le Chéile: Nósanna Imeachta agus polasaithe um chaidreamh dearfach foirne**] i bhfeidhm sa scoil seo. Díreoidh na nósanna imeachta seo chun aghaidh a thabhairt ar líomhaintí agus iad a imscrúdú ar an réiteach is luaithe is féidir, ar aghaidh de réir mar is gá ó chéimeanna neamhfhoirmiúla go dtí céimeanna foirmiúla agus cuirfear béim ar rúndacht. *Supportive and effective procedures, in accordance with nationally-agreed procedures, [**Working Together: Procedures and policies for positive staff relations**] are in 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.*

Tá an Clár Cúnaimh agus Folláine Fostaithe (ar a dtugtar Carecall go foirmiúil), seirbhís chomhairleoireachta saor in aisce agus faoi rún, ar fáil do mhúinteoirí, do CRSanna agus do bhaill foirne eile. Is í an uimhir Saorghlao ná 1800 411 057 agus tá sí ar fáil 24 uair sa lá, 365 lá sa bhliain. *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.*

E. Achoimre/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.

Daingniú/Ratification

Dhaingnigh an Bord Bainistíochta an beartas seo an _____ This policy was ratified by the Board of Management on _____

Sínithe/Signed: _____

Déanfar é a athbhreithniú de réir mar a iarrtar. *It will be reviewed as requested.*

Dáta Athbheithnithe	Déanta ag:
Feabhra 2025	Bord Bainistíochta

Gníomhartha le déanamh maidir le bulaíocht, ciapadh nó gnéaschiapadh san ionad oibre/Actions to take regarding workplace bullying, harassment or sexual harassment:

Molann an Bord Bainistíochta go ndéanfaidh a fhostaithe gníomhartha (mar atá leagtha amach thíos) a thosú go tráthúil, i.e. laistigh de 10 lá scoile ó eachtra chiontaithe. Is é an cás, áfach, nach gcuireann an doiciméad polasaí seo, Dhínit san Ionad Oibre, isteach ar aon Chearta Reachtúla – agus nach mbíonn tionchar ag aon ghné den pholasaí ar cheart aon fhostaí a ngearán a thabhairt chuig gníomhaireacht lasmuigh den scoil. *The Board of Management recommends that actions (as outlined below) be initiated by its employees in a timely manner, i.e. within 10 school days of an offending incident. However, it is the case that any Statutory Rights remain unaffected by this Dignity at Work policy document - and that no aspect of the policy affects any employee's right to take their complaint to an agency outside of the school.*

Céimeanna chun dul i ngleic le haon saincheisteanna/Steps to address any issues

De ghnáth déanfaidh an Bord tagairt do ‘Oibriú le Chéile – Nósanna Imeachta & Beartais um Chaidreamh Dearfach Foirne,’ (Eagraíocht Náisiúnta Múinteoirí Éireann, 2000)

Féadfaidh an Bord comhairle a lorg freisin agus ansin tagairt a dhéanamh do ‘Nósanna imeachta araíonachta do mhúinteoirí i mbunscoileanna, i meánscoileanna deonacha, agus i scoileanna pobail agus cuimsitheacha,’ (Ciorclán na Roinne Oideachais & Scileanna 0060/2009), de réir mar is gá.

The Board will usually refer to ‘Working Together – Procedures & Policies for Positive Staff Relations,’ (Irish National Teachers’ Organisation, 2024). However, the Board may also seek advice and then refer to ‘Disciplinary procedures for teachers in primary, voluntary secondary, and community and comprehensive schools,’ (Department of Education & Skills Circular 0060/2009), as necessary.

Céim 1: Déan cinneadh dul i ngleic leis an gceist/Stage 1: Decide to address the matter

Má mheasann an páirtí (Páirtí A) go bhfuil bulaíocht nó ciapadh á déanamh air/uirthi, agus go gcinneann sé/sí dul i ngleic leis an ábhar, ba chóir dó/di na céimeanna seo a leanúint. I bhfianaise na n-éifeachtaí a d'fhéadfadh a bheith ag bulaíocht nó ciapadh ar dhuine aonair, lena n-áirítear cailleadh muiníne, trína chéile, inní nó eagla, féadfaidh Páirtí A cinneadh a dhéanamh ar dtús cúnamh Aontais nó cúnamh eile a lorg, lena n-áirítear an Scéim Cúnaimh d'Fhostaithe nó comhairleoireacht eile, d'fhonn breithniú a dhéanamh ar chur i bhfeidhm na nósanna imeachta is oiriúnaí sna himthosca. *If the party (Party A) considers that s/he is being bullied or harassed, and decides to address the matter, s/he should follow these stages. In light of the potential effects of bullying or harassment on an individual, including loss of confidence, extreme upset, anxiety or fear, Party A may initially decide to seek Union or other assistance, including the Employee Assistance Scheme or other counselling, in order to consider the most appropriate application of the procedures in the circumstances.*

Ba chóir do Pháirtí A taifead a choinneáil ar an bpatrún iompair nó ar chásanna ina measann sé/sí gur tharla bulaíocht/ciapadh. Ba chóir go mbeadh sonraí ar nós dátaí, amanna, na daoine a bhí i láthair, sonraí ar a dúradh nó ar tharla sa taifead. *Party A should keep a record of the pattern of behaviour or instances where s/he considers that bullying/harassment has occurred. The record should contain details such as dates, times, persons present, details of what was said or what occurred.*

Céim 2: Tabhair aghaidh ar an bhfadhb go neamhfhoirmiúil/Stage 2: Informally address the problem

Ba cheart don pháirtí a mheasann go bhfuil bulaíocht, gnéaschiapadh nó ciapadh á dhéanamh air/uirthi ar fhorais idirdhealaitheacha eile (Páirtí A), cruinniú a iarraidh leis an bpáirtí eile (Páirtí B), chun cúrsaí a phlé. Ba cheart go mbeadh feidhm ag na nithe seo a leanas: *The party who considers that s/he is being bullied, sexually harassed or harassed on other discriminatory grounds (Party A), should request a meeting with the other party (Party B), in order to discuss matters. The following should apply:*

1. Ba chóir do Pháirtí A ac(h)uid deacrachtaí a leagan amach go soiléir agus agóid a dhéanamh go soiléir i gcoinne na bulaíochta/ciapadh agus iarraidh go stopfadh sé;
2. Tá sé tábhachtach go gcuimhneoidh Páirtí A go mb'fhéidir nach mbeadh an ball foirne eile ar an eolas go bhfuil a (h)iompar ag cruthú deacrachta;
3. Ba chóir don dá pháirtí iarracht a dhéanamh a gcuid difríochtaí a réiteach agus patrún idirghníomhaíochta a bhunú gan aon chineál bulaíochta/ciapadh a áireamh;
4. Féadfaidh Páirtí B freagra a thabhairt do Pháirtí A ag an gcrúinniú sin nó má iarrtar sin, ba cheart deis a thabhairt dó/di a fhreagra a bhreithniú, agus sa chás sin féadfar an cruinniú a chur ar atráth. Ba chóir do Pháirtí B freagairt ar bhealach cuiditheach;
5. Féadfar aon cheann díobh seo a leanas a áireamh sa rún, de réir mar is iomchuí, e.g. gealltanas scor den iompar ar leith, an t-iompar a mhodhnú, agus pleanáil chun deireadh a chur le cásanna ina mbeadh na páirtithe i gcoimhlint, nó monatóireacht a dhéanamh. Mar mhalairt air sin, d'fhéadfadh sé teacht chun solais mar thoradh ar an bplé idir na páirtithe,

go bhféadfadh méid áirithe míthuisceana a bheith ann maidir le hiompraíochtaí áirithe agus féadfaidh an rún foráil a dhéanamh do chomhréiteach nó miniú nó admháil chuí.

1. *Party A should clearly outline his/her difficulties and should clearly object to the bullying/harassment and request that it stop;*
2. *It is important that Party A bear in mind, that the other member of staff may not be aware that his/her behaviour is causing difficulty;*
3. *Both parties should seek to resolve their differences and establish a pattern of interaction exclusive of any forms of bullying/harassment;*
4. *Party B may respond to Party A at that meeting or if requested, should be given an opportunity to consider his/her response, in which case the meeting may be adjourned. Party B should respond in a constructive manner;*
5. *The resolution, as appropriate, may include any of the following, e.g. a commitment to cease the particular behaviour, modify the behaviour, and plan to eliminate situations where the parties would be in conflict, or monitoring. Alternatively, it may emerge as a result of the discussions between the parties, that there may have been a degree of misunderstanding in relation to certain behaviours and the resolution may make provision for compromise or appropriate explanation or acknowledgement.*

Más gá, féadfaidh tríú páirtí, comhghleacaí oibre de ghnáth, an cruinniú a éascú; Ba cheart go bhfanadh cúrsaí faoi rún idir na páirtithe. Mura bhfuil léiriú sásúil ar réiteach idir na páirtithe, ba cheart do Pháirtí A an gearán a tharchur chuig céim 3, i.e. nósanna imeachta foirmiúla. *Where necessary, the meeting may be facilitated by a third party, generally a work colleague; Matters should remain confidential between the parties. If there is no satisfactory indication of resolution between the parties, Party A should refer the complaint to stage 3, i.e. formal procedures.*

Céim 3: Tabhair aghaidh ar an bhfadhb go foirmiúil/Stage 3: Formally address the problem

Soláthraíonn Céim 3 meicníocht don príomhoide chun idirghabháil a dhéanamh agus an cheist a réiteach. Más duine de na páirtithe é an príomhoide, áfach, ba chóir go mbeadh Cathaoirleach an Bhoird Bainistíochta páirteach ansin, ina cháil aonair, chun réiteach a bhaint amach. I gcúinsí ina bhféadfadh baint a bheith ag an gCathaoirleach ag céim 2 freisin, féadfar comhalta eile den Bhord Bainistíochta a ainmniú le hidirghabháil a dhéanamh. *Stage 3 provides a mechanism for the principal teacher to intervene and resolve the matter. However, if the principal teacher is one of the parties, the Chairperson of the Board of Management should then be involved, in an individual capacity, in order to achieve resolution. In circumstances where the Chairperson may also be involved at stage 2, another member of the Board of Management may be designated to intervene.*

1. Ba chóir do Pháirtí A a chur in iúl do Pháirtí B go bhfuil sé/sí ag dul ar aghaidh le céim 3.
2. Ba chóir do Pháirtí A ac(h)earán a lua i scríbhinn agus iarraidh ar an bpríomhoide (nó ar Chathaoirleach an Bhoird Bainistíochta, de réir mar a bheidh) an scéal a fhiosrú.
3. Dhéanfaidh an príomhoide (nó Cathaoirleach an Bhoird Bainistíochta, de réir mar a bheidh nó Imscrúdaitheoir/Éascaitheoir/Eadránaí arna cheapadh ag an bPríomhoide nó an Cathaoirleach):

1. *Party A should advise Party B that he/she is proceeding with stage 3.*
2. *Party A should state his/her complaint in writing and request the principal teacher (or Chairperson of the Board of Management, as the case may be) to investigate the matter.*
3. *The principal teacher (or Chairperson of the Board of Management, as the case may be or an Investigator/Facilitator/Mediator appointed by the Principal or the Chairperson) would:*

- a. sonraí cúlra a fháil lena n-áirítear sonraí faoinar tharla an chéim roimhe sin;
- b. machnamh a dhéanamh ar an bpatrún iompair agus ar an scála ama;
- c. éisteacht leis na páirtithe agus iarracht a dhéanamh an cheist a réiteach;
- d. gníomhú ar bhealach cothrom neamhchlaonta agus déileáil leis an ábhar go híogair ag féachaint do chineál na faidhbe agus do phrionsabail an phróisis chuí;
- e. breithiúnas a fheidhmiú agus cinntí a dhéanamh a mheasann sé/sí a bheith riachtanach chun cúrsaí a réiteach.

- a. *obtain background details including details of what occurred at the previous stage;*
- b. *consider the pattern of behaviour and the timescale;*
- c. *hear the parties and seek to resolve the matter;*
- d. *act in a fair and impartial manner and deal with the matter sensitively having regard to the nature of the problem and the principles of due process;*
- e. *exercise judgment and make decisions which s/he considers necessary to resolve matters.*

Ba cheart do na páirtithe toradh an phlé a thabhairt faoi deara. Ba cheart déileáil leis an ábhar faoi rún. Sa chás nárbh fhéidir réiteach a fháil, agus go háirithe sa chás gur dealraitheach go leanfadh an t-iompar ciontach ar aghaidh, ba cheart do cheachtar páirtí nó don príomhoide (nó do Chathaoirleach an Bhoird Bainistíochta de réir mar a bheidh) an t-ábhar a chur faoi bhráid an Bhoird de réir. Céim 4 thíos. *The outcome of the discussions should be noted by the parties. The matter should be dealt with confidentiality. Where resolution has not been possible, and particularly where there is a likelihood of the offending behaviour continuing, either party or the principal teacher (or Chairperson of the Board of Management as the case may be) should refer the matter to the Board in accordance with Stage 4 below.*

Céim 4: Bord Bainistíochta (BOM)/Stage 4: Board of Management (BOM)

Féadfaidh aon duine de na páirtithe nó an príomhoide (nó cathaoirleach an bhoird bhainistíochta, de réir mar a bheidh) an t-ábhar a chur faoi bhráid an Bhoird Bainistíochta lena imscrúdú. Ba chóir go mbeadh an tarchur i scríbhinn agus dáta leis agus ba chóir go mbeadh cóip den ghearán scríofa san áireamh. *It is open to any of the parties or the principal teacher (or chairperson of the board of management, as the case may be) to refer the matter to the BOM for investigation. The referral should be in writing and dated and should include a copy of the written complaint.*

- Ba chóir don Bhoird Bainistíochta na saincheistanna a bhreithniú agus an cheist a imscrúdú. Féadfaidh an Bord Bainistíochta cúlra na ndeacrachtaí a fhiosrú lena n-áirítear sonraí a fháil ar sheicheamh na dtionscnamh a rinneadh ag céimeanna roimhe seo;
- Féadfaidh an Bord Bainistíochta nó Cathaoirleach an Bhoird Bainistíochta nó Imscrúdaitheoir/Éascaitheoir/Idirghabhálaí arna cheapadh ag an mBord Bainistíochta

bualadh le múinteoirí ina n-aonar nó i dteannta a chéile, agus féadfaidh sé freisin aighneachtaí scríofa a iarraidh ó na páirtithe, ag féachaint freisin do phrionsabail an phróisis chuí;

- Féadfaidh an Bord Bainistíochta iarraidh ar an bpríomhoide aighneacht scríofa a chur ar fáil;
 - Féadfaidh an Bord Bainistíochta deis a thabhairt do na páirtithe a gcás a chur i láthair ó bhéal ag cruinniú boird. Chun críocha idirghabhála, tharlódh sé seo i láthair a chéile;
 - Tar éis cur i láthair ó bhéal féadfaidh an Bord Bainistíochta an Cathaoirleach a ainmniú chun bualadh leis na páirtithe arís, go leithleach nó i gcomhpháirt, más gá soiléiriú breise a fháil nó chun oibriú i dtreo réitigh;
 - Féadfaidh an Bord roinnt cruinnithe a chomórath chun réiteach a bhaint amach;
 - Gníomhóidh an Bord Bainistíochta ar bhealach cothrom agus neamhchlaonta chun réiteach a bhaint amach agus déileálfaidh sé leis an ábhar go hígair, ag féachaint do chineál na faidhbe.
-
- *The BOM should consider the issues and investigate the matter. The BOM may enquire into the background of the difficulties including obtaining details of the sequence of initiatives taken at previous stages;*
 - *The BOM or the Chairperson of the BOM or an Investigator/Facilitator/Mediator appointed by the BoM may meet teachers individually or collectively, and may also request written submissions from the parties, having regard also to the principles of due process;*
 - *The BOM may request the principal teacher to furnish a written submission;*
 - *The BOM may afford the parties an opportunity to present their case orally at a board meeting. For mediation purposes, this would happen in each other's presence;*
 - *Following oral presentations the BOM may designate the Chairperson to meet with the parties again, separately or jointly, if further clarification is required or to work towards a resolution;*
 - *The BOM may convene a number of meetings in order to achieve resolution;*
 - *The BOM shall act in a fair and impartial manner in order to achieve resolution and shall deal with the matter sensitively, having regard to the nature of the problem.*

Tar éis dó gach ábhar a bhreithniú, ba chóir don Bhord Bainistíochta teacht ar thuairim ar an ábhar tráth nach déanaí ná 20 lá scoile tar éis an t-iarraitas/atreorú scríofa a fháil. *Having considered all matters, the BOM should reach a view on the matter not later than 20 school days after receipt of the written request/referral.*

Nuair a fhaigheann an Bord Bainistíochta amach nár tharla bulaíocht/ciapadh, ba chóir an dá pháirtí a chur ar an eolas dá réir. Ní dhéanfar aon chaingean i gcoinne an ghearánaigh ar choinníoll go ndearnadh an líomhain de mheon macánta. Má tugadh an gearán go mailíseach, ba cheart caitheamh leis mar mhí-iompar agus ba cheart beart cuí a dhéanamh, (de réir Nósanna Imeachta Araíonachta ábhartha). *Where the BOM finds that bullying/harassment has not occurred, both parties should be informed accordingly. No action shall be taken against the complainant provided the allegation was made in good faith. If the complaint was brought maliciously, it should be treated as misconduct and appropriate action taken, (as per relevant Disciplinary Procedures.)*

Sa chás go gcinneann an Bord gur tharla bulaíocht/ciapadh, ba chóir don Bhord Bainistíochta déileáil leis an ábhar go cuí agus go héifeachtach, (i.e. na Nósanna Imeachta Araíonachta ábhartha a agairt.) D'fhéadfadh go n-áireofaí leis seo: *Where the BOM finds that bullying/harassment has occurred, the BOM should deal with the matter appropriately and effectively, (i.e. invoking the relevant Disciplinary Procedures.) This may include:*

- rabhadh soiléir a thabhairt nach bhfuil bulaíocht/ciapadh inghlactha in ionad oibre na scoile agus nach nglacfar léi;
- éileamh go gcuirfí deireadh le gach cineál bulaíochta/ciapadh agus go mbunófaí patrúin inghlactha idirghníomhaíochta idir na páirtithe;
- treoir don pháirtí ciontaithe go ngabhfaidh sé a leithscéal/go gcuireann sé aiféala in iúl nó go dtugann sé/sí dearbhú go dtiocfaidh deireadh leis an iompar bulaíochta/ciapadh;
- tiomantas a lorg freastal ar chomhairleoireacht nó cúnaimh gairmiúil cuí a lorg, b'fhéidir tríd an scéim Cúnaimh d'Fhostaithe;
- *the issuing of a clear warning that bullying/harassment is not acceptable in the school workplace and that it will not be tolerated;*
- *a demand that all forms of bullying/harassment cease and that acceptable patterns of interaction be established between the parties;*
- *an instruction to the offending party that s/he apologise/ express regret or give an assurance that the bullying/harassment behaviour will cease;*
- *seeking a commitment to attend counselling or seek appropriate professional assistance, perhaps through the Employee Assistance scheme;*

Smachtbhannaí araíonachta níos tromchúisí a d'fhéadfadh a bheith ar comhréir agus is cuí, mar: *More serious disciplinary sanctions as may be commensurate and appropriate, such as:*

- rabhadh béil
- iomardú scríofa
- rabhadh scríofa
- rabhadh scríofa deiridh
- fionraí
- dífhostú
- *oral warning*
- *written reprimand*
- *written warning*
- *final written warning*
- *suspension*
- *dismissal*

(Tagairt freisin: Ciorclán 0060/2009)

Mar chuid d'aon réiteach, ba cheart don Bhord faireachán a dhéanamh ar an gcás agus ba cheart dó córais a chur i bhfeidhm chun a chinntiú go gcoimeádtar ar an eolas é go bhfuil rúin á gcur i bhfeidhm. Ba chóir don Bhord Bainistíochta cúrsaí a choinneáil faoi athbhreithniú.

(Reference also: Circular 0060/2009)

As part of any resolution, the BOM should monitor the situation and should put systems in place to ensure that it is kept informed that resolutions are being implemented. The BOM should keep matters under review.

I gcás ina ndéantar íospairt ar fhostaí mar thoradh ar agairt nó páirt a ghlacadh in aon ghné den nós imeachta gearán, lena n-áirítear gníomhú mar fhinné d'fhostaí eile, beidh iompar den sórt sin faoi réir beart araíonachta freisin. (Tag: doiciméad Ag Obair le Chéile.) *Where an employee is victimised as a result of invoking or participating in any aspect of the complaints procedure, including acting as a witness for another employee, such behaviour will also be subject to disciplinary action. (Ref: Working Together 2024document.)*

Ní chlárófar aon taifead d'aon ghearán ar chomhad an fhostaí mura n-úsáidtear an nós imeachta foirmiúil atá leagtha amach thuas. *No record of any complaint will be registered on an employee's file unless the formal procedure outlined above has been invoked.*

Cionta de Mhí-Iompar Comhlán/Gross Misconduct Offences

Cloífidh an Bord Bainistíochta leis na Prionsabail agus Nósanna Imeachta atá leagtha amach i gCiorclán 0049/2018. *The Board of Management will adhere to the Principles and Procedures outlined in Circular 0049/2018*

Aguisín 1: Sainmhínithe/Appendix 1: Definitions

Bulaíocht san Ionad Oibre/Workplace Bullying

Sainmhíonann an tÚdarás Sláinte agus Sábháilteachta bulaíocht san ionad oibre mar seo a leanas: 'iompar míchuí arís agus arís eile, díreach nó indíreach, béil, fisiceach nó eile, arna stiúradh ag duine amháin nó níos mó i gcoinne duine eile nó daoine eile, ag an áit oibre agus/nó i gcúrsa fostaíochta, a d'fhéadfaí a mheas le réasún mar rud a bhainfeadh an bonn de cheart an duine aonair chun Dínite san Ionad Oibre.' (D'fhéadfadh eachtra aonuaire den iompar a gcuirtear síos air sa sainmhíniú seo a bheith ina chion ar an Dínit san Ionad Oibre, ach mar eachtra aonuaire ní mheastar é a bheith bulaíocht.) *The Health & Safety Authority defines workplace 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 it is not considered to be bullying.)

Samplaí d'iompraíocht a d'fhéadfadh a bheith mar bhulaíocht do dhaoine fásta san ionad oibre:

- D'aon ghnó an bonn a bhaint de dhuine

- Díriú ar dhuine le haghaidh cóireála diúltach speisialta
- Ionramháil cháil an duine
- Eisiámh sóisialta nó leithlisiú
- Imeaglú
- Teanga ionsaitheach nó graosta
- Scéalta grinn atá maslach ar ndóigh do dhuine amháin trí fhocal labhartha, téacs nó ríomhphost
- Cur isteach ag pestering, spying agus stalcaireacht
- Sannacháin mhírreasúnta do dhualgais ar léir go bhfuil siad neamhfhabhrach do dhuine amháin
- Iarratais arís agus arís eile le spriocdhátaí dodhéanta nó tascanna dodhéanta.

Examples of behaviour that may constitute adult workplace bullying:

- *Purposely undermining someone*
- *Targeting someone for special negative treatment*
- *Manipulation of an individual's reputation*
- *Social exclusion or isolation*
- *Intimidation*
- *Aggressive or obscene language*
- *Jokes that are obviously offensive to one individual by spoken word, text or e-mail*
- *Intrusion by pestering, spying and stalking*
- *Unreasonable assignments to duties which are obviously unfavourable to one individual*
- *Repeated requests with impossible deadlines or impossible tasks.*

Níl an liosta seo uileghabhálach. *This list is not exhaustive.*

Níl an bhulaíocht:

- Eachtra scoite d'iompar míchuí
- An bhainistíocht d'fheidhmiú údaráis chuí
- Cáineadh cothrom agus cuiditheach ar fheidhmíocht, iompar nó tinreamh fostaí.

Bullying is not:

- *An isolated incident of inappropriate behaviour*
- *Exercise of proper authority by management*
- *Fair and constructive criticism of an employee's performance, conduct or attendance.*

(I dtimpeallacht an ionaid oibre, féadann coinbhleachtaí agus deacrachtaí idirphearsanta teacht chun cinn. D'fhéadfadh baint a bheith ag go leor acu seo le 'deacrachtaí caidrimh thionsclaíoch' – ar cheart déileáil leo trí na bealaí cuí caidrimh thionsclaíoch. m.sh. Eagraíocht Múinteoirí Éireann.)

(In the workplace environment, conflicts and interpersonal difficulties can arise. Many of these may relate to 'industrial relations difficulties' - which should be dealt with through the appropriate industrial relations channels. E.g. Irish National Teachers' Organisation.)

Ciapadh san Ionad Oibre/Workplace Harassment

Cuireann na hAchtanna um Chomhionannas Fostaíochta 1998-2011 oibleagáid ar gach fostóir ciapadh san ionad oibre a chosc. Sainmhínítear leithcheal san Acht um Chomhionannas 2004 mar láimhseáil duine ar bhealach níos lú fabhar ná mar a dhéileáiltear le duine eile, a gcaitear nó a ndéileálfar leis ar naoi bhforas ar leith: Inscne; Aois; Míchumas; Stádas teaghlaigh; Stádas Pósta; Ballraíocht an Lucht Siúil; Cine, bunús eitneach nó dath; Creideamh; Claonadh Gnéis. Leathnaigh an tAcht um Chomhionannas 2004 an sainmhíniú ar chiapadh chun idirdhealú a chur san áireamh a tharlaíonn nuair a chuirtear ceann amháin de na naoi bhforas i leith duine nó nuair a chaitear le duine a bhfuil baint aige le duine eile, agus a gcaitear, de bhua an chomhlachais, ar bhealach níos lú fabhar ná duine eile. duine. Eisreachtaíonn an tAcht um Chomhionannas 2004 leithcheal i gcúrsa fostaíochta cibé acu ag fostóir, ag fostaí eile nó ag cliaint, custaiméirí nó teagmhálaithe gnó na heagraíochta. *The Employment Equality Acts 1998-2011, place an obligation on all employers to prevent harassment in the workplace. Discrimination is defined in the Equality Act 2004 as the treatment of a person in a less favourable way than another person was, is or would be treated on nine distinct grounds: Gender; Age; Disability; Family status; Marital status; Membership of the Travelling Community; Race, ethnic origin or colour; Religion; Sexual Orientation. The Equality Act 2004 extended the definition of harassment to include discrimination which arises where one of the nine grounds is imputed to a person or where a person who is associated with another person, and is treated, by virtue of the association, less favourably than another person. The Equality Act 2004 outlaws discrimination in the course of employment whether by an employer, another employee or by clients, customers or business contacts of the organisation.*

Chun críche an Bheartais um Dhínit ag an Obair seo, beidh feidhm ag an sainmhíniú ar chiapadh mar atá leagtha amach san Acht um Chomhionannas 2004 mar seo a leanas: *For the purpose of this Dignity at Work Policy, the definition of harassment as outlined in the Equality Act 2004 will apply as follows:*

‘Is éard is ciapadh ann ná aon chineál iompair nach dteastaíonn, a bhaineann le haon cheann de na naoi gcúiseanna idirdhealaitheacha agus iompar a bhfuil d’aidhm nó d’éifeacht aige dínit duine a shárú agus timpeallacht imeaglach, naimhdeach, táireach, náirithe nó maslach a chruthú don duine.’ *‘Harassment is any form of unwanted conduct, related to any of the nine discriminatory grounds and being 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.’*

D’fhéadfadh go mbeadh go leor cineálacha iompair mar chiapadh lena n-áirítear:

- Ciapadh ó bhéal – scéalta grinn, tráchtanna, magadh nó amhráin
- Ciapadh scríofa – san áireamh. teachtaireachtaí téacs, ríomhphoist, fógraí, postálacha ar na meáin shóisialta
- Ciapadh fisiceach – brúchtadh, sluaisteáil nó ionsaí de chineál ar bith
- Ciapadh neamhbhriathartha – gothaí, posturing nó bagrach
- Taispeántais amhairc mar phóstaeir, feathail nó suaitheantais
- Aonrú nó eisiamh ó ghníomhaíochtaí sóisialta
- Brú chun iad féin a iompar ar bhealach a cheapann an fostaí atá míchuí, mar shampla, ceangal a bheith air/uirthi gléasadh ar bhealach nach n-oireann do chúlra eitneach nó reiligiúnach duine

Many forms of behaviour may constitute harassment including:

- *Verbal harassment – jokes, comments, ridicule or songs*
- *Written harassment – incl. text messages, emails, notices, social media postings*
- *Physical harassment – jostling, shoving or any form of assault*
- *Non-verbal harassment – gestures, posturing or threatening poses*
- *Visual displays such as posters, emblems or badges*
- *Isolation or exclusion from social activities*
- *Pressure to behave in a manner that the employee thinks is inappropriate, for example, being required to dress in a manner unsuited to a person's ethnic or religious background*

Féadfaidh teagmhas amháin nó teagmhais arís agus arís eile a bheith i gceist le ciapadh. Harassment may consist of a single incident or repeated incidents.

*Laistigh den fhoireann, is iomaí ról a chomhcheanglaíonn go minic, Múinteoir, CRS, Príomhoide, Rúnaí, Airíoch, srl. Mar scoil dhaonlathach, tá sé de cheart ag gach duine go gcaitear go cothrom leo ar aon dul lena ról. Ciallaíonn sé seo gur chóir go mbeadh gach fostaí, is cuma cén ról atá acu, ag súil go gceadófaí dóibh a dtuairim a chur in iúl agus go n-éistfí leo. I gcásanna ina n-aithníonn ball foirne ciapadh, ba chóir dó/di an próiseas atá leagtha amach sa pholasaí a leanúint. Más le caidrimh idirphearsanta foirne atá i gceist, moltar don bhall foirne go ginearálta cloí leis na treoirlínte Ag Obair le Chéile. Mura bhfuil an ball foirne cinnte, ba chóir dó/di comhairle a lorg ó bhall foirne eile nó a ionadaí ceardchumann *Within the staff, there are many roles that often intertwine, Teacher, SNA, Principal, Secretary, Caretaker, etc. As a democratic school, everybody has a right to be treated with equity in line with their role. This means that all employees, whatever their role, should expect to be allowed to express their opinion and be listened to. In cases where a staff member identifies harassment, he/she should follow the process outlined in the policy. If the issues are with staff interpersonal relationships, it is advised that the staff member generally follows the Working Together 2024 guidelines. If the staff member is unsure, he/she should seek advice of another staff member or their union representative.**

Ciapadh agus Páirtithe Leasmhara eile/Harassment and other Stakeholders

Is í fis Ghaelscoil Uí Riada go bhfuil an ceart ag gach duine a bheith sásta, sábháilte agus ábalta foghlaim. Áirítear leis seo leanaí, baill foirne, tuismitheoirí agus an pobal i gcoitinne. Ba chóir go mothaíonn aon duine a thagann isteach inár bhfoirgneamh sábháilte é sin a dhéanamh. Tá freagracht ar gach duine fásta i bpobal na scoile a chinntiú go dtagann a n-iompar féin faoinár bPolasaí um Dhínit ag an Obair.

*Tá sé tábhachtach go mbeadh gach páirtí leasmhar freagrach as a gcuid iompair féin sa scoil. *The vision of Gaelscoil Uí Riada is that everyone has a right to be happy, safe and able to learn. This includes children, staff, parents and the wider community. Anyone entering our building should feel safe to do so. All adults in the school community have a responsibility to ensure their own behaviour falls within our Dignity at Work Policy.**

It is important that all stakeholders are responsible for their own behaviours in the school.

Tá samplaí liostaithe thíos ach ní liosta uileghabhálach é seo: *Examples are listed below but this is not an exhaustive list:*

- Ba cheart do gach geallsealbhóir labhairt lena chéile le meas. Ní ghlactar le scairt nó toin ionsaitheacha eile. Má léiríonn páirtí leasmhar ionsaí sa scoil, féadfar iarraidh orthu iad féin a bhaint den fhoirgneamh. I gcásanna áirithe, ní mór glaoch a chur ar na Gardaí.
- Ag teacht leis an bPolasaí um Chaomhnú Leanaí, níor cheart do pháirtithe leasmhara riamh dul i ngleic le leanbh ar bhealach ionsaitheach. Glactar an-dáiríre le teagmhais mar seo. Is cuma cé chomh ceart agus a mhothaíonn duine faoi dhul i dteagmháil le leanbh ar an mbealach seo, bainfear an leanbh as an gcás láithreach ar mhaithe lena s(h)ábháilteacht féin.
- Ba chóir gach cruinniú le múinteoirí agus le baill foirne eile a réachtáil d'fhonn cás ar leith a réiteach de réir nósanna imeachta gearán na scoile. Níl sé inghlactha siúl amach as an seomra nó cineálacha eile iompair freasúla.
- Ní ghlacfar le foréigean, fisiciúil nó mothúchánach. Féadfaidh na Gardaí a bheith páirteach in aon eachtra foréigin idir dhá pháirtí.
- Ní labhróidh baill foirne ach amháin faoi leanbh lena t(h)uismitheoir/caomhnóir. Tarlaíonn eispéireas coitianta do scoileanna nuair a chuireann tuismitheoir ceist ar mhúinteoir faoi phionós a ghearradh ar leanbh a d'fhéadfadh cur isteach ar a leanbh féin. Beidh meas ag foireann na scoile ar cheart príobháideachta do linbh agus mar sin iarrtar ar thuismitheoirí meas a léiriú ar chearta príobháideachais leanaí eile.
- Nuair a thagann geallsealbhóirí le chéile, tá sé tábhachtach a urramú gur cheart am na gcruinnithe a choinneáil chomh fada le méid réasúnta ama. Ba chóir amanna na gcruinnithe a aontú roimh ré agus ba chóir meas a léiriú orthu.
- Ag teacht lenár n-éiteas, níor cheart do pháirtithe leasmhara cur isteach ar am ranga. Más gá go mbeadh plé nó cruinniú ag tuismitheoir, ba chóir coinne a dhéanamh san oifig nó leis an múinteoir. Cinntíonn sé seo gur féidir saincheisteanna a réiteach ar bhealach pleanáilte. Tosaíonn na ranganna ag 8:50am agus críochnaíonn siad ag 2:30pm (1:30pm do naíonáin) agus níor cheart cur isteach ar an am seo. (Féach Aguisín 2: Cruinniú Tuismitheoirí/Caomhnóirí le Baill Foirne)
- Nuair a iarrtar cruinniú, ní mór rún an chruinnithe a chur in iúl. Tá sé de cheart ag baill foirne gan bualadh le páirtí leasmhar mura bhfuil cuntas tugtha acu ar cad is mian leo labhairt faoi.
- Níor chóir do pháirtithe leasmhara aonrú nó iarracht a dhéanamh tionchar a imirt ar dhaoine eile i gcoinne daoine aonair nó grúpaí áirithe sa scoil.

Beidh aon chineál ciapadh, atá leagtha amach sa pholasaí seo, faoi réir an bheartais seo.

- *All stakeholders should speak to each other with respect. Shouting or other aggressive tones are not acceptable. If a stakeholder displays aggression in the school, they may be asked to remove themselves from the building. In certain cases, the Gardaí must be called.*
- *In line with the Child Protection Policy, stakeholders should never approach a child in an aggressive manner. Incidents like these are taken very seriously. No matter how justified someone feels about approaching a child in this manner, the child will instantly be removed from the situation for his/her own safety.*

- *All meetings with teachers and other staff members should be conducted with a view to resolving a particular situation in line with the school complaints' procedures. Walking out of the room or other forms of antagonistic behaviour are unacceptable.*
- *Violence, physical or emotional, will not be tolerated. The Gardaí may become involved in any incident of violence between two parties.*
- *Staff will only speak about a child to his/her parent/guardian. A common experience for schools occurs when a parent asks a teacher about a punishment to a child who may have affected their own child. The staff of the school will respect your child's right to privacy so it is asked that parents respect other children's rights to privacy.*
- *When stakeholders meet, it is important to respect that the time of meetings should be kept to a reasonable amount of time. Times of meetings should be agreed beforehand and these should be respected.*
- *In line with our ethos, stakeholders should not interrupt class time. Should a parent need to have a discussion or meeting, an appointment should be made in the office or with the teacher. This ensures that issues can be resolved in a planned way. Classes begin at 8:50am and finish at 2:30pm (1:30pm for infants) and this time should not be interrupted. (See Appendix 2: Parents/Guardians meeting with Staff Members)*
- *When requesting a meeting, the intention of the meeting must be expressed. Staff members have the right not to meet with a stakeholder unless they have outlined what they wish to speak about.*
- *Stakeholders should not isolate or attempt to influence others against particular individuals or groups in the school.*

Any form of harassment, outlined in this policy, will be subject to this policy.

Ciapadh Digiteach/Digital Harassment

Eisítear seoladh ríomhphoist scoile do gach ball foirne i nGaelscoil Uí Riada. Tá an seoladh seo inrochtana do chách. Ligeann sé seo d'aon duine ríomhphost a chur chuig ball foirne, rud a d'fhéadfadh go mbeadh roinnt rioscaí ag baint le dínit ball foirne ag an obair. Ina fhianaise sin, tá feidhm ag na bunrialacha seo a leanas. *Every member of staff in Gaelscoil Uí Riada is issued with a school email address. This address is accessible to all. This allows anyone to email a staff member, which can carry a number of risks to a staff member's dignity at work. In light of this, the following ground rules apply.*

- *Ba chóir go mbeadh tréimhse 5 lá scoile ceadaithe chun freagra a thabhairt ar ríomhphost. (Má bhíonn an ball foirne as baile, is féidir leis/léi "Freagróir Laethanta Saoire" a chur ar an eolas go bhfuil sé/sí as an oifig agus cathain a bheidh sé/sí ag súil le freagra nó teoracha maidir le cé chuige a cheart an ríomhphost a sheoladh.)*
- *Níltear ag súil go seiceálfaidh baill foirne a ríomhphost tar éis uaireanta. Tugtar treoir don fhoireann gan rochtain a thabhairt dóibh féin ar a ríomhphost scoile tar éis uaireanta ar a gcuid gléasanna pearsanta. Ní féidir leis an mBord a bheith freagrach má sheiceálann an fhoireann ríomhphoist tar éis uaireanta.*
- *Ba chóir go mbeadh ton measúil ar r-phoist a sheolann agus chuig baill foirne. Tá ball foirne i dteideal gan freagra a thabhairt ar ríomhphost a mheasann siad féin a bheith dímheasúil ó thaobh toin de. Moltar do bhall foirne a fhaigheann ríomhphost mar seo*

socrú a dhéanamh bualadh le tuismitheoir aghaidh le duine seachas freagra a thabhairt ar ábhar an ríomhphoist.

- “Buamáil phoist,” tagann an iomarca ríomhphost chuig ball foirne faoin mbeartas seo. Ba cheart go mbeadh a fhios ag gach úsáideoir ríomhphoist, d’ainneoin na n-intinn is fearr, go bhféadfadh a ngníomhartha a bheith ina gcúis anacair dá gcomhghleacaithe. Féadfaidh sé seo teacht i roinnt foirmeacha:
 - Ró-chur ar aghaidh ar acmhainní, naisc nó faisnéis
 - Ag baint úsáide as Reply To All, nuair nach bhfuil sé oiriúnach
 - Teagmháil iomarcach ó dhuine aonair, e.g. seiceáil isteach ar leanbh gach lá mura gcomhaontaítear go sainráite.
- Ríomhphost gan iarraidh (nó turscar). Úsáideann an scoil seirbhísí Google chun an méid turscair a sheoltar chuig baill foirne a laghdú. Tá áiseanna san fheidhmchlár ríomhphoist atá molta ag an scoil chun turscar a thuairisciú. Ní féidir leis an mBord a bheith freagrach as aon turscar a thagann isteach i mbosca isteach ball foirne.
- Déileálfar le haon chineál ríomhphoist a thagann faoin sainmhíniú ar chiapadh ar an mbealach céanna le haon chineál eile ciapadh.
- *There should be a period of 5 school days allowed for a response to an email. (If the staff member is away, he/she can enable a “Vacation Responder” to let the sender know that they are out of the office and when to expect a response or instructions as to who to direct their email to.)*
- *Staff are not expected to check their email after hours. Staff are instructed not to give themselves access to their school email after hours on their personal devices. The Board cannot be responsible if staff check emails after hours.*
- *Emails sent by and to staff members should be in a respectful tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member that receives an email like this arranges to meet a parent face-to-face rather than responding to the content of the email.*
- *“Mailbombing,” the excessive sending of emails to a staff member falls under this policy. All users of email should be aware that, despite best intentions, their actions may cause distress to their colleagues. This can come in a number of forms:*
 - *Excessively forwarding on resources, links or information*
 - *Using Reply To All, where it is not appropriate*
 - *Excessive contact from an individual, e.g. checking in on a child everyday unless explicitly agreed.*
- *Unsolicited email (or spam). The school uses Google’s services to reduce the volume of spam sent to staff members. The email application recommended by the school contains facilities to report spam. The Board cannot be responsible for any spam that arrives in a staff member’s inbox.*
- *Any form of email that falls under the definition of harassment will be treated in the same manner as any other form of harassment.*

Cineálacha eile ciapadh digiteach/Other Forms of digital harassment

Sa ré dhigiteach, táthar ag súil go mbeidh an fhoireann ar an eolas faoina láithreacht féin ar líne agus ba cheart dóibh cloí le treoirínte Chaighdeáin Ghairmiúla na Comhairle Múinteoireachta. Mar sin féin, tá an fhoireann i dteideal saol príobháideach ar líne agus ba chóir é seo a urramú. Mar shampla, níor cheart go mothaíonn ball foirne faoi bhrú chun “cara” a thabhairt do bhall foirne eile nó do thuismitheoir nó d’aon duine eile i bpobal na scoile. Tá treoirínte breise ina leith seo le fáil i bPolasaí Úsáide Inghlactha Idirlín na scoile. *In the digital age, it is expected that staff are aware of their own online presence and they should adhere to the guidelines of the Teaching Council’s Professional Standards. However, staff are entitled to a private life online and this should be respected. For example, a staff member should not feel under pressure to “friend” another member of staff or a parent or anyone else in the school community. Further guidelines on this can be found in the school’s Internet Acceptable Usage Policy.*

Ciapadh Gnéis san Ionad Oibre/Workplace Sexual Harassment

Sainmhíníonn an tAcht um Chomhionannas Fostaíochta (1998) gnéaschiapadh mar aon ghníomh, iarratas nó iompar gan fháilte, a d’fhéadfaí a mheas go réasúnach mar ghníomh gnéasach nó eile ar fhorais inscne, a bheith maslach, náireach nó imeaglach don fhostaí atá i gceist, mar:

- aon ghníomh de intimacy fisiciúil
- aon iarratas ar bhfabhar gnéasach
- aon iompar eile ar nós focail labhartha, gothaí nó léiriú, taispeáint nó
- scaipeadh focal scríofa, pictiúir nó ábhar eile a bhfuil ciall gnéasach maslach acu.

The Employment Equality Act (1998) defines sexual harassment as any unwelcome act, request or conduct, which could reasonably be regarded as sexually or otherwise on the grounds of gender, to be offensive, humiliating or intimidating to the employee in question, such as:

- *any act of physical intimacy*
- *any request for sexual favours*
- *any other conduct such as spoken words, gestures or the production, display or*
- *circulation of written words, pictures or other materials which have an offensive sexual connotation.*

I measc samplaí de chiapadh gnéasach tá:

- Dul chun cinn fisiceach nó briathartha nach dteastaíonn.
- Gothaí tadhall nó fisiceacha nach dteastaíonn.
- Tuairimí agus ráitis de chineál gnéasach nó idirdhealaitheach.
- Tuairimí gan fáilte rompu faoi chuma phearsanta.
- Taispeáint bioráin agus/nó ábhar pornagrafach.
- Innuendo de chineál gnéasach nó bunaithe ar ghnéas duine.

Examples of sexual harassment include:

- *Unwanted physical or verbal advances.*
- *Unwanted touching or physical gestures.*
- *Comments and remarks of a sexual or discriminatory nature.*
- *Unwelcome comments about personal appearance.*
- *Displays of pin-ups and/or pornographic material.*

- *Innuendoes of a sexual nature or based on a person's sex.*

Níl an liosta seo uileghabhálach. *This list is not exhaustive.*

I gcásanna dá leithéid, molann an Bord Bainistíochta dá fhostaithe dul i dteagmháil leis an nGarda Síochána ar an gcéad dul síos. Is é an Garda Síochána is fearr chun tacaíocht chuí a sholáthar don ghearánach agus chun an t-imscrúdú ina dhiaidh sin a sheoladh. Comhoibreoidh an Bord go hiomlán (agus faoi rún) leis an nGarda Síochána, de réir mar is gá. In such cases, the Board of Management recommends to its employees that they contact An Garda Síochána in the first instance. An Garda Síochána is best placed to provide appropriate support to the complainant and to conduct the subsequent investigation. The Board will cooperate fully (and in confidence) with An Garda Síochána, as required.

Aguisín 2: Cruinniú Tuismitheoirí nó Caomhnóirí le Bail Foirne/ Appendix 2: Parents or Guardians meeting with Staff Members

I nGaelscoil Uí Riada, fáiltimid roimh an deis bualadh le tuismitheoirí agus caomhnóirí agus labhairt leo. Tá sé rithábhachtach, áfach, nach mbaineann sé seo an bonn de dhínit ball foirne ag an obair. Seo a leanas liosta neamh-uileghabhálach treoirlínte: *In Gaelscoil Uí Riada, we welcome the opportunity to meet with and speak to parents and guardians. However, it is imperative that this does not undermine a staff member's dignity at work. The following is a non-exhaustive list of guidelines:*

1. Má tá ceist sciobtha agat le cur ar mhúinteoir, ní bhíonn fadhb ar bith le labhairt leis an Múinteoir Maoirseachta go hachomair ar maidin nó ag am bailithe. Tabhair faoi deara, áfach, gur chóir go mbeadh teachtaireachtaí an-ghéarr (níos lú ná 1 nóiméad) agus déan cinnte páirceáil in áit pháirceála oiriúnach. Tabhair faoi deara go mb'fhéidir nach mbeidh an múinteoir ranga in ann labhairt leat agus molfaidh sé/sí, tríd an rúnaí, am oiriúnach chun glao gutháin/cruinniú a shocrú más gá. *If you have a quick question to ask a teacher, there is no problem with speaking to the Supervising Teacher/Principal briefly in the morning or at pick up time. However, please note that messages should be very short (less than 1 minute) and make sure to park in a suitable car parking area. Please note that the class teacher may not be able to speak to you and will suggest, through the secretary, a suitable time to arrange a phone call/meet if need be.*
2. Más mian leat cruinniú níos faide a bheith agat le múinteoir do linbh, déan coinne leis an múinteoir chun bualadh le chéile ag am atá áisiúil don bheirt. Is féidir é seo a dhéanamh trí ríomhphost nó trí ghlaoch a chur ar an scoil. Tabhair faoi deara go bhfuil 5 lá ag an bhfoireann freagra a thabhairt ar iarratas ar chruinniú. Tá sé tábhachtach freisin go

leagfadh an tuismitheoir/caomhnóir rún an chruinnithe amach. Tá sé de cheart ag ball foirne diúltú bualadh le tuismitheoir mura gcuirtear in iúl dó/di cad atá i gceist ag an gcruinniú. *Should you wish to have a longer meeting with your child's teacher, please make an appointment with the teacher to meet at a time that is mutually convenient. This can be done either via email or by phoning the school. Please note that staff have 5 days to respond to a request for a meeting. It is important, also, that the intention of the meeting is outlined by the parent/guardian. A staff member has the right to refuse to meet a parent if he/she has not been told what the intention of the meeting is.*

Aguisín 3: Tagairtí agus Acmhainní/Appendix 3: References and Resources

- [Clár Cúnaimh agus Folláine Fostaithe 1800 411 057](#)
- [‘Ag Obair le Chéile – Nósanna Imeachta & Beartais um Chaidreamh Dearfach Foirne.’ \(Eagraíocht Náisiúnta Múinteoirí Éireann, 2024\)](#)
- [‘Nósanna imeachta araíonachta do mhúinteoirí i mbunscoileanna, i meánscoileanna deonacha, agus i scoileanna pobail agus cuimsitheacha.’ \(Ciorclán na Roinne Oideachais & Scileanna 0060/2009\)](#)
- [‘Dínit san Ionad Oibre – Dúshlán na Bulaíocht san Ionad Oibre.’ \(An tÚdarás Sláinte agus Sábháilteachta, 2001\) ‘Cód Cleachtais d’Fhostóirí agus d’Fhostaithe ar Chosc agus Réiteach na Bulaíocht san Ionad Oibre.’ \(An tÚdarás Sláinte agus Sábháilteachta, 2007.\)](#)
- [‘Cód Cleachtais um Threoir, Cosc agus Nósanna Imeachta chun Déileáil le Gnéis Ciapadh agus Ciapadh ag an Obair arna dhéanamh faoin Acht um Chomhionannas Fostaíochta, 1998.’ \(An tÚdarás Comhionannais, 2012.\)](#)
- Caighdeán Ghairmiúla na Comhairle Múinteoireachta
<http://www.teachingcouncil.ie/ga/Fitness-to-Teach/>
- [Employee Assistance and Wellbeing Programme 1800 411 057](#)
- [‘Working Together – Procedures & Policies for Positive Staff Relations.’ \(Irish National Teachers’ Organisation, 2024\)](#)
- [‘Disciplinary procedures for teachers in primary, voluntary secondary, and community and comprehensive schools.’ \(Department of Education & Skills Circular 0060/2009\)](#)

- ['Dignity at Work – The Challenge of Workplace Bullying.'](#) (Health & Safety Authority, 2021) ['Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work.'](#) (Health and Safety Authority, 2021.)
- ['Code of Practice on Guidance, Prevention and Procedures for dealing with Sexual Harassment and Harassment at Work made under the Employment Equality Act, 1998.'](#) (Equality Authority, 2012.)
- [Teaching Council Professional Standards](#)
<http://www.teachingcouncil.ie/en/Fitness-to-Teach/>

Aguisín 4: Tacaíochtaí Seachtracha d'Fhoireann na Scoile/Appendix 4: External Supports for School Staff

Meabhraítear don fhoireann go léir an tseirbhís chomhairleoireachta Carecall saor in aisce agus faoi rún/'seirbhís cúnamh d'fhostaithe' 1800 411 057.

Cuireann Ionad Éigeandála um Éigniú Bhaile Átha Cliath seirbhís éisteachta agus tacaíochta faoi rún ar fáil saor in aisce do mhná agus d'fhir a éigníodh, a ndearnadh ionsaí gnéis orthu, a ndearnadh gnéaschiapadh orthu nó a ndearnadh mí-úsáid ghnéasach orthu. Líne Chabhrach 24-Uaire, 365 lá sa bhliain. 1800 77 8888 nó seol ríomhphost chuig counselling@rcc.ie Is féidir leis an Ionad glaoiteoirí a atreorú chuig Seirbhísí Áitiúla freisin.

All staff are reminded of the free and confidential Carecall counselling service/'employee assistance service' 1800 411 057.

The Dublin Rape Crisis Centre offers a free confidential listening and support service for women and men who have been raped, sexually assaulted, sexually harassed or sexually abused. 24-Hour Helpline, 365 days/year. 1800 77 8888 or email counselling@rcc.ie The Centre can also refer callers to Local Services.