



Disciplinary and Grievance Procedures Policy

1. Purpose and Scope

This policy sets out:

- The procedures for addressing grievances and disciplinary issues among staff.
- The procedures for addressing complaints from parents/legal guardians regarding their child's education and welfare.

It applies to:

- All staff employed by the Board of Management.
- All parents/legal guardians raising concerns or complaints about their own child.

This policy complies with:

- The Education Act 1998
 - Teaching Council Acts 2001–2015
 - Department of Education circulars
 - The Revised Parental Complaints Procedure (2024)
 - Employment law
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2. Guiding Principles

- All concerns will be treated seriously, sensitively, and fairly.
 - Early, informal resolution is encouraged wherever possible.
 - The principles of natural justice apply:
 - The right to be heard.
 - The right to fair and impartial decision-making.
 - Records will be maintained confidentially and securely.
 - No person will be disadvantaged for making or responding to a complaint in good faith.
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3. Grievance Procedures for Staff

These procedures apply to grievances that a staff member may have against:

- The Board of Management in the exercise of its governance.
- The Chairperson of the Board in their individual capacity.
- The Principal in respect of their duties.
- Other staff members in the course of school business.

Stages:

Stage 1 – Informal Resolution with Principal

- Notify the Principal in writing that you are invoking the grievance procedure.
- Discuss the grievance with the Principal.
- If unresolved within 10 school days, proceed to Stage 2.

Stage 2 – Chairperson Involvement

- Notify the Principal and Chairperson in writing that you are proceeding to Stage 2.
- Discuss the grievance with the Chairperson.
- If unresolved within 10 school days, proceed to Stage 3.

Stage 3 – Board of Management Hearing

- Submit your grievance in writing to the Chairperson, stating the issue and desired resolution.
- A hearing will be arranged within 10 school days.
- Written responses will be exchanged.
- The Board will issue a written decision within 5 school days.

Stage 4 – Independent Tribunal

- If dissatisfied, appeal in writing within 10 school days.
- An independent tribunal (established by the INTO and management bodies) will hear the matter.
- The tribunal's decision is final and binding.

Representation:

Staff are entitled to be accompanied at Stages 3 and 4 by an INTO representative or colleague.

4. Disciplinary Procedures for Staff

Disciplinary procedures are governed by:

- Department of Education Circular 0060/2009 (Primary Teachers).
- Teaching Council Acts (Fitness to Teach).
- Relevant employment law.

Key features:

- Two strands: professional competence issues and conduct issues.

- The school will comply fully with agreed procedures and timelines.
 - Teachers have the right to representation.
 - Appeals are available through the agreed mechanisms.
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5. Complaints by Parents/Guardians About Their Own Child

Important Note:

From 1 January 2024, all complaints by parents/legal guardians about their own child in respect of a teacher or the Principal are governed by the **Revised Parental Complaints Procedure**.

This procedure:

- Must be followed in sequence.
- Provides four clear stages (Informal and Formal).
- Sets specific timelines for resolution.

Summary of Stages:

Stage	Description	Timeframe
Stage 1	Informal discussion with the teacher. If unresolved, with the Principal, then with the Chairperson.	Flexible
Stage 2	Written complaint to the Chairperson. Chairperson seeks resolution.	10 school days
Stage 3	Formal report to the Board of Management, possible hearing.	20 school days
Stage 4	Board decision issued in writing.	5 school days

Exclusions:

This procedure does *not* apply to:

- Matters of professional competence (Teaching Council jurisdiction).
- Frivolous or vexatious complaints.
- Complaints already subject to legal action or other formal Department of Education procedures.
- Group/collective complaints (must be made individually).

Access to Full Procedure:

A full copy of the Revised Parental Complaints Procedure is available:

- On the school website.
 - From the school office on request.
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6. Other Complaints and General Issues

Complaints which do not relate specifically to a parent's own child, or which are outside the scope of the Revised Parental Complaints Procedure, will be addressed through this Disciplinary and Grievance Policy.

Examples may include:

- Complaints by staff about workplace issues.

- Complaints by parents about general school policies (not about an individual teacher).
 - Allegations of harassment, bullying or discrimination involving staff.
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7. Complaints Relating to Child Protection

Complaints or concerns relating to child protection will be managed in line with:

- The Child Protection Procedures for Primary and Post-Primary Schools 2017.
 - Relevant reporting obligations to Tusla and An Garda Síochána.
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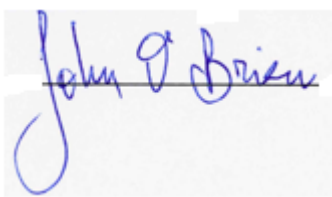

8. Confidentiality and Records

- All records will be kept confidential to those involved in processing the matter.
 - All documentation will be retained securely in line with data protection legislation and school record retention policies.
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9. Review and Communication

- This policy will be reviewed every three years or sooner if necessary.
- It will be made available to all staff and to parents on the school website and/or on request.

Signatures

	
John O'Brien	David Hyland
Chairperson BOM	Principal
Date: 18/11/2025	Date: 18/11/2025