



Convent Hill, Ballina, Co. Mayo
Tel: 096 22768 - Roll No: 19773N
Email: office@saintnicholas.ie
Website: www.saintnicholas.ie
Charity No. 20140540

Code of Conduct Policy

1. Introduction

School Ethos:

Mission Statement:

St. Nicholas' School undertakes to provide for the intellectual, physical, social, spiritual and personal development of each pupil in our care, through the provision of a varied programme of educational and leisure activities, in a structured learning environment.

Our emphasis is on understanding and providing for the needs of each of our pupils, by implementing an individual educational plan, which reflects the interests, strengths and abilities of each pupil, while addressing their educational requirements.

Our aim is to provide a secure base for learning to take place, in an atmosphere of acceptance, understanding and love, where each pupil's self-esteem is nurtured, and every effort is made to recognize and develop his or her full potential.

We strive to make learning a positive, enjoyable experience, and to foster independence and choice, mutual respect, and a sense of achievement in our pupils.

We prepare our pupils for their future beyond school and provide opportunities for them to be part of the community in which we live.

We work in partnership with the parents and families of the pupils in our care and co-operate to the full with all agencies and professionals who contribute to their welfare.

St. Nicholas' School Philosophy:

We believe that all children are equal, regardless of any difference, they are all children of the human race. This is our common bond. We believe children should learn about acceptance for all and should have the opportunity to be involved and understand people from all walks and categories of life. We believe that this will enhance their lives and will lead to the advancement of the humanity in general. We strive to light the way forward bravely. We work towards promoting acceptance of all, and maintain that understanding and learning about others, their difficulties, strengths, needs, cultures and beliefs, brings out the best in each individual and enables them to grow into mature accepting adults, free from prejudice aware of the differences but more importantly, understanding that we are all human and that our similarities, by far, outweigh our differences. We believe that exploration of the learning potential should have no boundaries. We look for possibilities rather than impossibilities. We will not be limited by labelling but rather we will see the child within. We base all our policies on this philosophy and will endeavour to be guided by these beliefs at all times.

2. Overview, Scope, and Principles

This Code of Conduct outlines the professional standards and ethical behaviours expected of all members of our school community, including teachers, Special Needs Assistants (SNAs), the secretary, the caretaker, the nurse, bus escort's and other staff. The Board formally recognizes that teachers are additionally bound by the **Teaching Council's Code of Professional Conduct for Teachers**.

<https://www.teachingcouncil.ie/fitness-to-teach/updated-code-of-professional-conduct/>

The following code of conduct for staff has been endorsed by the Board of Management and employees should be aware that a failure to comply with this Code of Conduct could result in disciplinary action.

The principles of this code include:

- Upholding the school's ethos and values.
- Acting with integrity and respect in all interactions.
- Ensuring the welfare, safety, and development of our students.
- Promoting professionalism, collegiality, and lifelong learning.

A code of Conduct is designed to give clear guidance on the standards of behaviour school staff are expected to observe. The school has an obligation to notify staff of this code and the exceptions therein. Members of school staff applies are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation of the school. This Code applies to all staff within the school premises, during school-related activities, and in professional conduct outside of work.

3. Setting a Good Example

All staff members are role models for our students and must demonstrate exemplary behavior. This includes:

- Treating all individuals with respect and dignity.
- Modeling inclusive, fair, and ethical practices.
- Demonstrating punctuality, preparedness, and a positive attitude.
- Upholding the highest standards of behavior both in and outside of school.

4. Child Safeguarding

The safety and well-being of our students is paramount. All staff must:

- Comply with **Children First: National Guidance for the Protection and Welfare of Children**.
- Report any concerns or suspicions of abuse or neglect to the Designated Liaison Person (DLP).
- Maintain vigilance and take proactive measures to safeguard the physical and emotional well-being of students.
- Participate in regular child safeguarding training.

Staff have an obligation to share with the DLP any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a student that they will not act on information that they are told by the student.

5. Professional Conduct in School

Professional Values and Relationships

Staff are expected to:

- Treat all members of the school community with respect, courtesy, and fairness.
- Build positive relationships with students, parents, and colleagues.

- Promote inclusivity and understanding of individual needs.

Professional Conduct

Staff must:

- Maintain a professional demeanor and appearance at all times.
- Adhere to school policies and procedures.
- Ensure the school environment is safe, respectful, and conducive to learning.

Professional Practice

Staff should:

- Plan and deliver high-quality educational and support programs tailored to student needs.
- Collaborate effectively with colleagues to enhance student learning and well-being.
- Use school resources responsibly and ethically.

6. Professional Development

Continuous learning and improvement are integral to maintaining high standards. All staff are encouraged to:

- Engage in ongoing professional development activities.
- Reflect on their practice and seek opportunities for growth.
- Stay informed about current best practices and advancements in special education.

7. Professional Collegiality and Collaboration

Effective teamwork is essential for supporting our students. Staff should:

- Foster a culture of mutual respect and support among colleagues.
- Share knowledge, skills, and resources to improve student outcomes.
- Participate actively in staff meetings, training, and collaborative initiatives.

8. Conduct Outside of Work

Staff must uphold the school's reputation and values in their personal lives, particularly when engaging in public activities or online. This includes:

- Avoiding any behavior that could bring the school into disrepute.

- Exercising caution when using social media and ensuring interactions are respectful and professional.
- Maintaining professional boundaries with students and families.

9. Confidentiality

Confidentiality is critical in our school. Staff must:

- Respect the privacy of students, families, and colleagues.
- Handle sensitive information appropriately and only share it on a need-to-know basis.
- Adhere to GDPR and data protection policies.

10. Disciplinary Action

All staff need to recognize that failure to meet these standards of behaviours and conduct may result in disciplinary action, including dismissal and this will be in line with our grievance procedures and in conjunction with union representation (INTO & FORSA) where appropriate and other relevant bodies (Teaching Council) and Department of Education.

11. Approval and Review

This Code of Conduct has been approved by the Board of Management and will be reviewed annually or as required to ensure it remains relevant and effective.

Ratified by: Board of Management, St. Nicholas's School .

Date: 26/03/2025

Signed by Chairperson: _____



Date: 26/03/2025

Mr. Simon Beale.

Review: Annually

Reviewed by March 2026 . Date _____

Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to abide by the Code of Conduct.

Name:

Signature:

Date: