

**Céim Eile, Templemore College of Further Education (TCFE)**

**Code of Conduct Policy**

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| Document Drafted by | **Céim Eile, TCFE** |
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| Céim Eile Code of Conduct |  |

***Policy***

It is the aim of Céim Eile to provide a safe, supportive and respectful learning environment in which the rights of all are vindicated. The purpose of the code of conduct is to support this aim.

***Rights and obligations of students and staff***

**The Rights of Students**

*The right to physical, emotional, social, intellectual, creative and sexual safety*

*The right to respect*

*The right to be addressed by the title of their choice*

*The right to learn and work in a positive atmosphere*

*The right to learn in a suitable environment*

*The right to fail and the right to succeed whether at school or at work*

*The right to fair, just and effective teaching and work training*

*The right to help when experiencing difficulties*

*The right to express needs and grievances*

*The right to structures within the school that safeguard rights*

**The Rights of Staff/Employers**

*The right to physical, emotional, social, intellectual, creative and sexual safety*

*The right to respect*

*The right to teach or manage in an atmosphere of order and attention*

*The right to work in a suitable environment*

*The right to be communicated with by students and management*

*The right to receive help when needed*

*The right to express needs and grievances*

*The right to structures within the school that safeguard rights*

***Obligations of students***

To attend regularly and punctually.

To work to the best of their abilities in all programme activities.

To contribute to the programme by full participation and co-operation at all times.

To respect, at all times, by their behaviour and manners, their fellow students, college staff and all people who are connected with the programme, both inside and outside the college.

To respect college property, and to contribute to a pleasant college environment.

***Obligations of tutors***

To attend regularly and punctually.

To carry out all their duties in a professional manner.

To contribute to the programme by creating an environment which promotes learning and growth for all.

To respect, at all times, by their behaviour and manners, their fellow staff members, students and all people who are connected with the programme, both inside and outside the college.

To respect college property, and to contribute to a pleasant college environment.

***Code of Conduct:***

**Reasons for having a code of conduct:**

*To support and maintain a safe, supportive and respectful learning environment for all*

*To protect the rights of all involved*

*To comply with all legal and health and safety regulations*

**The code of conduct describes:**

*A set of rules*

*Sanctions for unacceptable behaviour*

*A grievance procedure*

Céim Eile seeks to recognise and support acceptable behaviour, as well as providing sanctions for unacceptable behaviour.

***General Rules***

No abusive behaviour, name-calling or bad language towards staff or others students. This also applies to in-school and out of school activities.

No unacceptable teasing or bullying.

Students must never be under the influence of, sell or be in possession of alcohol, drugs or any other dangerous substances while in the college or participating in programme activities.

Each student is expected to comply with the lawful instructions of the college staff.

Students are expected to attend daily unless permission or a doctor’s certificate is obtained within three days. Attendance sheet must be signed on a daily basis.

Students are expected to be present in centre during opening hours unless excused.

Students should be in class in time.

Students may not leave class without the permission of the supervising tutor.

Students must comply with all health and safety regulations.

Students may not use any equipment, machinery, materials or substances unless under the supervision and with the permission of designated tutor od the direct designate.

Personal hygiene and cleanliness is an obligation.

Food is not permitted in class.

Appropriate clothing and footwear to be worn during sports and working activities.

The wearing of jewellery is subject to regulations that may be made from time-to-time after consultation with representatives from the student body.

At all times, the building is to be respected and all damages will have to be paid for. The people in the locality are to be treated with dignity and respect at all times. All visitors to the building to be to be shown courtesy and brought to the reception area and/or the office.

Use of mobile phones is not permitted during class times.

Chewing gum is not allowed in the college.

No student has the right to electronically record or photograph anyone without specific written permission.

Any other external premises used by Céim Eile including transport to and from same are covered by under the code of conduct.

***Sanctions for Unacceptable Behaviour***

If you choose not to follow the code of conduct, the following sanction will result:

**First step**

A member of staff will issue you with a warning.

**Second step**

If the unacceptable behaviour still persists, the tutor will recommend that you be given a written warning, and the incident will be noted in the incident book and on your file. You may be asked to leave the classroom and report to the co-ordinator.

**Third step**

The co-ordinator will issue a formal written warning. This may result from a recommendation by tutors or from an accumulation of entries in the incident book.

The co-ordinator may also place you ‘on report’.

**Fourth step**

You may be suspended for up to three days without pay.

**Fifth step**

You may be suspended (without pay for up to three days, with pay for a longer period) and/or a report will be sent to the Board of Management. This may include a recommendation for expulsion.

**Cases of serious breaches of the Code of Conduct**

In cases of very serious breaches of the Code of Conduct this process may be short-circuited, and an immediate suspension may be imposed by the coordinator. In particular, this might apply in cases involving:

Physical or verbal abuse.

Bullying or threatening behaviour.

Being under the influence of, selling or in possession of alcohol or drugs.

Behaviour which interferes with the student’s own safety or that of others.

**Procedures**

The first, second and third steps will be administered by tutors. The student has the right of appeal to the co-ordinator.

The fourth and fifth steps will be administered by the co-ordinator. The student has the right of appeal to the Board of Management.

The decision in the sixth step will be made by the Board of Management. The student has the right of appeal to Tipperary ETB.

***Grievance Procedure***

A student may feel that a staff member or the co-ordinator is not treating him/her fairly in accordance with the code of conduct. The following grievance procedure may be followed:

**First step**

The student may ask for a meeting with the staff member involved, or with the co-ordinator, to express their point of view and to discuss the grievance.

**Second step**

If the grievance is with a staff member and the matter is not resolved to mutual satisfaction, then the matter should be referred to the co-ordinator. The co-ordinator should then meet with both parties separately and/or together and make a ruling on the matter.

If the complaint is against the co-ordinator, move to the third step.

**Third step**

The college principal may be requested to convene an appeals committee to examine the grievance. The student may be accompanied by his/her parent of by a student representative.

**Fourth step**

The student may make a formal written complaint to the Chairperson of the Board of Management. The chairperson, or other designated member, will meet the parties and give a ruling on the complaint and action to be taken. S/he may refer the matter to the Board of Management at this stage.

**Review**

This policy will be reviewed by the Board of Management once in every school year.

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| Submitted to Staff: |  |
| Submitted to Board of Management: |  |
| Submitted to ETB Board: |  |