



Our Lady of Good Counsel School
Innishmore, Ballincollig, Co. Cork
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Chairperson of the Board of Management: Harold Brooks

Policy: Code of Behaviour and Discipline Policy.

This policy replaces all previous versions and may be added to and revised periodically.

Please direct any queries to the Principal at the above address or phone number.

Date of Issue: 15th June 2005

Amendments / Reviews

Adopted at Board of Management Meeting of 15th June 2005.

Adapted: June 07, May 08, Sept. 08, March 10

Reviewed: Jan '12

Reviewed and adapted: Sept 12 and Nov 12

Reviewed and adapted June 17

Reviewed and adapted Dec 18

Reviewed and adapted Sept 2020.

Addendum relating to Covid 19 Sept 2020.

1. In devising the code, consideration had been given to the particular needs and circumstances of this school. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a relatively disruption-free environment.
2. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework within which positive techniques of motivation and encouragement are utilised by teachers.
3. The school places greater emphasis on positive reinforcement of good behaviour in the belief that this will, in the long run, give the best results.

4. The school recognises the variety of differences that exist between children and the need to accommodate these differences.
5. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, pupils and parents.
6. Ours is a school for pupils with special needs. The curriculum will be matched to suit the individual needs of each child.
7. The standard of behaviour expected of each pupil attending this school is in accordance with the school rules.
8. The overall responsibility for discipline within the school rests with the Principal Teacher. Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises. A pupil will be referred to the Principal Teacher for serious breaches of discipline and for repeated incidents of minor misbehaviour.
9. In the case of unacceptable behaviour, teachers shall keep a written record of all instances of serious misbehaviour as well as a record of improvements in the behaviour of disruptive pupils. Before resorting to serious sanctions, e.g. suspension, the normal channels of communication between school and parents

will be utilised. Parents will be involved at an early stage rather than as a last resort.

10. These procedures will be followed if a pupil continues to behave in an unacceptable manner.
 - I. The teacher will contact parents to discuss the problem.
 - II. The Principal will be informed
 - III. Communication with parents will be verbal or by letter, depending on circumstances. The parents concerned will be invited to come to the school to discuss their child's case. For serious behavioural problems or repeated instances of same, suspension will be considered. Aggressive, threatening or violent behaviour towards a teacher/special needs assistant/pupil and staff will be regarded as serious depending on circumstances.
 - IV. Where there are repeated instances of serious behaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and the Principal Teacher. If the serious behavioural problems continue the pupil may have to be suspended for a temporary period. Suspension will be in accordance with the Education Welfare Act 2000. Expulsion may be considered in an extreme case, in accordance with The Education Welfare Act 2000.
11. The Multi-Disciplinary Team attached to the school will be consulted on an ongoing basis in the case of challenging behaviour.

12. The grounds for removing a suspension would be if the support structures recommended by the School Team were put in place. **If** these support structures were successful in **modifying the challenging behaviour** the pupil would then be reintegrated into the class, according to the recommendations listed in their individual Positive Behaviour and Risk Reduction Plan.

13. In the belief that the most effective schools tend to be those with the best relationships with parents, every effort will be made by the Principal Teacher and staff to ensure that parents are kept well informed, that the school provides a welcoming atmosphere towards parents and that parents are told not only when their children are in trouble but when they have behaved particularly well.

14. Parents are asked to notify the school in the case of illness or absence.

15. The code will be reviewed periodically.

16. A copy of this code will be made available to all parents and staff.

17. These policies may be added to and revised periodically.

This code was compiled with reference to:

The Education Welfare Act 2000

Management: Board Members Handbook, Revised 2000

Addendum to Our Lady of Good Counsel's School Code of Behaviour with regard to COVID-19 risks:

Rationale:

We aim to maintain a happy, healthy, and safe learning environment in which children are encouraged to have respect for themselves, each other and for school staff. To assist us in this, we have a robust code of behaviour, primarily focused on promoting positive behaviour.

Our Lady of Good Counsel School is proud to have a very respectful and considerate school community. It is important that provision be made to discourage behaviours that are now, in light of the Covid-19 pandemic, considered inappropriate or potentially dangerous to the health and safety of others.

Updated September 2020:

All members of the school community, staff, pupils, and visitors are expected to:

- Follow HSE guidance instructions on hygiene, such as hand washing and sanitising
- Use elbow or a tissue to cover mouth & nose when sneezing or coughing
- Dispose of tissues properly
- Avoid touching mouth, nose and eyes with hands
- Inform the Principal or Office if experiencing any symptoms of coronavirus

Additional Pupils' Responsibilities:

- Follow altered procedures and instructions for safe arrival and departure from school
- Follow instructions around bubbles, pods both in class and during breaks
- Only share equipment by direction of staff
- Keep their work area neat and tidy
- Not share drinking bottles, food, etc
- Use toilets one-at-a-time, ensuring hands are washed properly (20seconds, with soap) and dried before returning to their class.

Additional Parents/Guardians' Responsibilities:

- Follow altered procedures for arrival and departure or collection of child from school
- Support the school by reinforcing guidance and teaching children hand hygiene, personal distancing, and respiratory etiquette
- Stay outside of the school building except where they have made an appointment by phone or email to meet staff
- Keep pupils who are unwell at home, informing the school by email/phone of the type of illness being experienced, until a full recovery is made. It is very important not to send a child who is unwell to school as this places everyone else at potential risk. We do not know if a cough or sneeze is COVID or a mere cold but we cannot risk the health and safety of the school community by having ill children attend school. **All children presenting with COVID symptoms will be sent home and asked to remain at home until a medical professional deems them fit to return to school as per our Covid-19 response plan.**

- Keep their mobile phone ON at all times while children are in school in case the school needs to contact parents urgently to collect child if unwell or if a case arises in the school. Inform school if mobile contact changes during year.
- Be available or arrange to have someone available to collect children if there is a need to send them home due to COVID-19 circumstances arising in the school or on the school transport.

Additional Staff Responsibilities:

- Adhere to and follow all guidelines issued by HSE, DES and school COVID-19 Response Plan protocols and procedures
- Encourage and practice personal social distancing in all school areas
- Keep the work area and school materials and equipment clean and tidy and disinfected regularly.
- Ensure pupils practice hand hygiene at all appropriate times (before eating/when entering classroom/after toileting/after using shared equipment/etc)
- Teach pupils to co-operate and learn the new routines and hygiene practices and support their re-connection with school life in a positive, empathic way.
- Liaise with Lead Worker Representative on any issues of concern that need to be brought to management

It is the aim that all staff and parents will ensure that pupils are taught the procedures set out above and that pupils will be encouraged and supported at all times to follow such procedures in a calm, supportive and proactive way so that potential risks are minimised.

However the following behaviours will be considered as misdemeanours under the code (whether minor, serious, or gross will be determined contextually), due to their potential impact on the physical and psychological health, safety and well being of other members of the school community:

Deliberately ignoring guidance on:

- personal space and distancing
- hand hygiene
- respiratory etiquette (e.g. failing to cover mouth/nose when coughing/sneezing, not properly disposing of used tissues, etc)
- zones at playtime for pods/bubbles

or

- Coughing or spitting at or towards any other person
- Any deliberate action, which may endanger the safety and wellbeing of others.
- Any accidental action, persisted in after instruction or correction by staff, which may endanger the safety and wellbeing of others through physical proximity or respiratory behaviour

The consequences for such behaviours which put the health and safety of others at risk will be as already set out in the Code of Behaviour, but parents need to know that due to the increased health & safety risks associated with COVID-19 such behaviours listed

above cannot and will not be tolerated and action will be taken to emphasise how serious such behaviours are and the consequences of engaging in such behaviours.

It is possible that parents of children who engage in behaviours as set out above will be contacted to collect their child from school if the behaviour is persistent despite all staff attempts to reduce the behaviour(s).

Parents and children will be required to read, accept and agree to the above specific measures to assist with maintaining the school to be a happy, healthy and safe learning environment for all pupils and school staff.