



CODE OF ETHICS

The School believes that the following traits should be used in our daily lives as we carry out our professional responsibilities.

1. Openness and candour
2. Impartiality and fairness
3. Confidentiality and Discretion
4. Respect Individuals and the Hierarchy needed to operate the school
5. Timeliness

PROTOCOLS FOR CONFLICT RESOLUTION TO BE FOLLOWED WHEN DIFFERENCES OF OPINION EMERGE

Step 1: Speak to the person face-to-face
Senior members of staff approached for help or advice will insist on this before taking any further action.

IF NO RESOLUTION THEN.....

Step 2: Agree on Mediation. Agree on the Mediator

MEDIATION OCCURS.....

Step 3: Problem Resolved or if not to higher authority (usually VPs or Principal but not the board of Management)

Step 4: If problems persist it may be necessary to involve the School's Disciplinary & Competence Procedures.

DEFINITION OF GOSSIP

Spread of inappropriate and unsubstantiated information which could hurt or harm.

The School recognizes the damaging effect of gossip on the community and seeks to eradicate it by intervention as follows.

Intervention :-

- a) identify content of discussions as gossip
- b) intervene with facts with the intention of stopping the gossip
- c) if necessary stop any conversation and seek help from a senior member of staff
- d) if problems persist it may be necessary to involve the School's Complaints Procedure or the Disciplinary & Competence Procedure.