



Dignity and Respect at Work Charter

The staff, pupils, parents/guardians of **Maynooth Educate Together National School**, commit to upholding, promoting and modelling the Values and Vision for our school that are outlined below. All individuals directly employed or contracted by us, and all visitors to our school, have a responsibility to uphold, and are subject to our Dignity and Respect at Work Charter. Our charter encompasses our shared values and vision for our school and outlines our rights and responsibilities in this regard.

1. School Values.

Kindness

Respect

Empathy

Honesty

2. School Vision.

To build and maintain a workplace that supports every individual's right to dignity and respect and to ensure that every person is treated equally and fairly.

3. Rights.

- a. To work in a happy and safe environment.
- b. To be treated with courtesy, kindness, and respect.
- c. To be treated equally and fairly.
- d. To have access to a support mechanism that deals with conflict.
- e. To have one's privacy and confidentiality respected and safeguarded.

4. Responsibilities.

- a. To behave in a way that promotes a happy and safe environment for all.
- b. To treat others with courtesy, kindness, equality and respect.
- c. To resolve conflicts respectfully using the agreed mechanism should they arise.
- d. To respect and safeguard the right to privacy for others.

Therefore, I commit to uphold the values of our school and act in a way that is respectful, kind, courteous, polite and patient to pupils, parents/guardians and staff.

I will use the agreed Conflict Resolution mechanism to address any incidents of inappropriate behaviour towards **me or others** that may occur.

Signed: _____

Date: _____

Dignity and Respect at Work – An Informal Mechanism for Conflict Resolution

A: Getting Started.

Step 1: Identify the issue.

Having identified the issue, be aware of the context and be sensitive to the demands being placed on others. Assess the possible impact against your actual intent. Is this worth addressing?

Step 2: Choose a good time and place.

Pick somewhere where you both have privacy and are not under pressure/ time constraint.

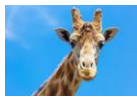
Step 3: Bring the issue directly to the person.

Don't gossip about doing this with others before or after the conversation.

However, it is okay to seek advice from a trusted colleague, who respects confidentiality.

Step 4: Broaching the issue.

Restorative Practice



What happened?

What were you thinking at the time?

What have you thought about it since?

Who has been affected and in what way?

How could things have been done differently?

What do you think needs to happen next?

Can we have a chat about something that is bothering me?

Remember what happened on.... It's been on my mind since then ...

I am worried / a bit concerned about ... Can we discuss it privately?

B. Responsibilities of Speaker and Responder

Speaker:

- Ensure that you are calm when approaching the other person
- **Start with a positive comment....** Thanks for taking the time to meet with me.. I like working with you / this team / this class etc....
- **Use the 'I' statement rather than 'You', (which may indicate blame).** ... I feel uncomfortable over what happened..... it upset me when you said.....when you ignored me.
- **Seek clarity-** I am not sure what you meant when you said/did.....
- **Be specific about what the issue is ..** especially if this has happened before .
- **Stay curious.** I would like to understand why this happens.

Listener / Responder:

- **Listen actively and to understand.** Do not interrupt, be mindful of your body language and tone of voice and try to avoid becoming **defensive**.
- Ask **clarifying questions** .. do you mean....?
- **Reflect back positively** on how to move forward.
- **Stay open** to the fact that the other person has a concern and it has taken courage to come to you/ try and address it..
- Try and separate **the issue from the person**. Keep it professional.
- Be **willing to compromise** – an incomplete resolution may be the only possibility. Can you agree to disagree?
- Try to settle on a way forward that allows for a win /**resolution for both sides**
- Leave **time to process** what has actually been said. Can we think about this and chat again in a few days?
- End with a **positive comment** or gesture. Thank you for meeting with me.
- Depending on the issue, make a note of the resolution and date it, and **agree to review** it at a future agreed date/ time.
- If no resolution can be found the issue should be brought to the **next in line**..Deputy Principal, Principal .. who will attempt to **mediate/ resolve the issue informally** in consultation with both parties.

D. Remember

It is your responsibility to act professionally, and not to gossip about it or let it simmer/ fester..

'If you choose not to raise the issue LET IT GO!'

