



Scoil Aireagail

Code of Positive Behaviour

Mission Statement

"Scoil Aireagail is committed to the educational welfare of its entire community. This includes staff, students, parents and the wider population we serve.

We will respect and support the needs of staff and so enable them to carry out their duties efficiently and effectively.

We will provide a holistic education in which each student is valued and their individual needs are recognised and catered for.

We will provide a structured, caring environment enabling each student to reach their full potential and enter society as a responsible adult.

This mission statement has been agreed by the staff, parents and Board of Management, the values driving the very existence of the school.

Scoil Aireagail is aware of and intends to discharge its statutory obligations as a recognised school, particularly those set out in section 9 of the Educational Act 1998."



In line with Education & Training Board Ireland (ETBI) Scoil Aireagail is a multi-denominational co-educational school which has the following five values at its core:

- Excellence in Education
- Care
- Equality
- Community
- Respect

Scoil Aireagail upholds these values in all of what we do and how we engage with all in our school community

Introduction

The Principal and Board of Management support teachers in their efforts to create a positive teaching and learning environment in the school.

The school seeks to promote partnership and communication between home and the school, through information sessions and meetings with parents or guardians.

The needs of students are assessed, and support is provided as required.

PASTORAL STRUCTURES AND PROCEDURES

To promote positive behaviour the Year Head, is an essentially disciplinary role, works along with, and acts as co-ordinator of, the Class Tutors in his/her year.

Pastoral Care describes a philosophy of caring for the overall welfare of the student and it permeates all interactions between students and staff.

Student Support:

- Subject Teacher
- Special Needs Assistant
- Class Tutor
- Year Head
- SEN Co-ordinator & Team
- ASD Co-ordinator
- Wellbeing Team
- Student Support Team
- Guidance Counsellor
- Deputy Principal
- Principal

Each of the above have clearly defined roles within Scoil Aireagail, all designed to provide appropriate support to all our students. The 'Code of Positive Behaviour' remains a collective responsibility for the entire Student Support Team to follow.

Class Tutor

Scoil Aireagail aims to provide a caring environment for each of its students.

The Class Tutor should be seen to fulfil a special function by each student in the class group and plays a key role in the school's Pastoral Care System.

The Class Tutor carries out the following duties:

- Acts as a mentor and a guide, meeting with students on an individual basis when appropriate
- Ensures students understand the Code of Behaviour
- Meets assigned group at timetabled registration time, in an attendance registration role, monitoring of uniform and a pastoral care role
- Monitors the behaviour, attendance and organisation of class group
- Monitors the student journal, ensuring students effective and full usage of same including weekly signatures and daily homework entries
- Liaise with the Year heads in relation to any issue or concerns as reported by Subject Teachers or SNAs or others

Year Head

The Year Head liaises with the Class Tutors on a regular basis. Together, they identify if any student is:

- Underachieving, as indicated by term assessment reports, subject teachers, and/or our academic tracking system
- Experiencing any difficulties such as emotional distress, poor wellbeing, subject of bullying etc
- Showing poor behaviour of any kind which affects their learning and/or that of others
- Displays values inconsistent with Scoil Aireagail's ethos
- Attending poorly or inconsistently

In the system of Teacher Referral, the Year Head, in particular, is responsible for:

- Meeting with any student referred to him/her
- Supporting/advising/correcting any student with behavioural difficulties
- Liaising with parents/guardians of students in assigned year group(s)
- Placing students on Green Card report system, monitoring their progress and imposing detention and other sanctions as appropriate – ensuring the student fully understands why such supports and sanctions are imposed
- Liaising with Class Tutors, Deputy Principal and Principal
- Maintaining up-to-date records on each student in assigned year group(s). This currently consists of both paper records in individual student file plus details on VShare

Guidance Counsellor

The Guidance and Counselling service in Scoil Aireagail provides for the personal, social, wellbeing and educational needs of all its students. Our Guidance Counsellor co-ordinates our school guidance and counselling service in the overall context of a whole school approach. Guidance refers to a range of learning experiences designed to assist students to make choices about their lives. These choices may be categorised into three separate but interlinking areas:

- Personal and social
- Educational
- Career

The Education Act requires the Board of Management of the school to develop a school plan based on the needs of the school. Schools are required by the Act to "ensure that the students have access to appropriate guidance" (section 9c)

The Guidance Plan is intended to help all students in the school:

- To develop an awareness and acceptance of their talents and abilities
- To identify and explore opportunities
- To grow in independence and take responsibility for themselves
- To make informed choices about their lives and follow through on these choices

School Rules

Our school rules are based on the five core values as above; Excellence in Education, Care, Equality, Community and Respect. These form our overall school ethos and how we engage with others. Students are expected to respect the following school rules:

1. Respect

Students are expected to be respectful at all times while in school and on school trips/events. This means working to the best of one's ability and never engaging in any behaviour which may cause disruption to teaching and learning, and the general calm and positive atmosphere within our school. Failure to do so will result in appropriate sanction(s) imposed by school management.

2. Defiance

Students are expected to follow teachers clear instructions at all times – which will always be fair and reasonable. Defiance will result in suspension from school – the number of days to be determined by school management.

3. Attendance

Good attendance is an expectation which remains key for all to reach their full potential. All absences require a note in the school diary from parent/guardian. A note in advance is required for medical appointments.

4. Punctuality

Students must present for Morning Registration at 8:50am sharp, where they are to be seated and ready for registration in their assigned Base Room

Students arriving after the official roll is taken must go and sign the *Late Arrivals Attendance Sheet*, which is situated in the Secretary's Office. Any student arriving after the 8:50am registration time will be entered as 'Late' on VShare. Any issues around poor or inconsistent punctuality may necessitate the Year Head contacting parent/guardian in order to resolve same.

5. Homework & Classwork

Students must attempt all given homework and classwork to the very best of their ability. Appropriate supportive measures may be put in place if any issues on same – to include liaising with parents/guardians and differentiated homework/classwork as appropriate.

6. Homework Diary

The homework diary is an important link between parents and the school. The diary is seen as the first line of communication between parent and teacher and it is for this reason it is a policy of the school that all parents are expected to sign their child's diary at the end of each school week. Sections are included in the diary specifically for this purpose. All students meet their Class Tutors weekly to ensure that diaries are being properly maintained. Students must record their given homework daily; to include written and reading work as assigned by teacher. The diary must be presented on the student's desk at the commencement of each lesson. Refusal to hand up diary to staff member on request will result in an immediate one-day suspension.

7. Uniform and Appearance

The correct school uniform is to be worn at all times during the school day. All items should be clearly marked with students name written on inside label

- Facial jewellery and piercings are not acceptable. One pair of small stud earrings are allowed to be worn.
- When training and playing hurling and camogie, helmets with a face guard must be worn.
- P.E. clothing is obligatory for all P.E. Classes
- Suitable sports clothing and equipment is mandatory for all sporting activities.
- School Crested half-zips may be worn as part of the school uniform.
- Peaked caps are prohibited in the school building.
- Instances of incomplete uniform: Recorded by Class Tutor, or delegate, on VShare at morning registration. If occurs a second time in same week parents/guardians will be contacted. If issue parents/guardians will be asked to resolve issue on same day, by collecting child from school early if necessary.

8. Use of Cars

- Students are not allowed to drive or park cars on school grounds.
- Student access to cars during the school day is prohibited.

9. Prohibited Items

The following items are prohibited from use on the school grounds and on school related activities.

Chewing gum

High-energy drinks

Tobacco

Alcohol

All illegal substances

Vaping substances and paraphernalia

Aerosols

Headphones (prohibited during class times and supervised study)

10. Mobile Phones:

Mobile phone usage during class time is strictly prohibited unless clearly instructed by teacher for teaching/learning purposes. Under no circumstances are students allowed to make recordings of any kind including video, photographs or audio recordings. Students may make legitimate phone calls from the office for necessary parental communications. Likewise parents/guardians may avail of the school phone to speak to students if necessary.

Mobile phone usage is allowed during break times – in Base Rooms only, where the above rules on recordings still apply. However, students are encouraged to engage and participate in breaktime activities which are widely available. Walking outside on school grounds, weather permitting, is also to be encouraged. The objective remains to avoid students remaining in Base Rooms on their phones during break times, and to engage in more sociable and healthier activities.

It is forbidden to use any technology or means of communication to record, copy or transmit illegal material or material which the Principal deems to be offensive, intimidating or discriminatory. If deemed to be used inappropriately, mobile phones can be confiscated from students and retained in school at the discretion of school management. Refusal to hand up mobile phone to staff member on request will result in immediate one-day suspension.

The use of the internet, digital media or mobile phones which intrudes on the privacy and dignity of students, teachers and other staff members or their families is deemed by the school to be a very serious breach of the Code of Behaviour. When an incident involving the use of the internet, digital media/social networking sites or mobile phones is deemed extremely serious and damaging to a student/s dignity, school management reserves the right to involve the Gardai in investigating such complaints. The course of action above may invoke a Garda investigation of the complaint under the Non-Fatal Offences Against the Persons Act 1997.

11. Leaving Class/School Grounds

In exceptional circumstances students may be allowed to leave class with a note from the teacher, where a parent/guardian is collecting directly from school. This should be kept to an absolute minimum and appointments made, if possible, to coincide with 1:10pm finish on Wednesdays.

Students wishing to leave the school grounds must be 'signed out' by a parent/guardian.

12. Bullying

Bullying of any form will not be tolerated in Scoil Aireagail. Bullying can be repeated aggression, verbal, psychological, physical, racial, sexual or relational, conducted by an individual or group against others. Any such allegations will be thoroughly investigated by the school authority. Confirmed instances of bullying will result in a serious school sanction including, but not limited to, suspension from school at the discretion of school management.

13. Student Property

Students are responsible for their own property. The school does not accept responsibility for articles lost, stolen or damaged in school.

14. School Property

Students are required to respect school property at all times. Failure to do so, or intentional damage to school property will result in serious school sanctions imposed by school management.

15. Food and Drink

Food and drinks may be consumed at official breaks only. Students are not generally permitted to drink during class time, but may do so briefly at the discretion of the teacher. Student may ask teacher's permission to take a drink, and bottle is to be returned to schoolbag when finished. High energy drinks are not allowed in the school. No littering on school grounds or on buses at school events

16. Lockers

Lockers are out of bounds between classes, unless in exceptional circumstances and at teacher discretion. Students may access their lockers before Morning Registration and at break times. The safe, appropriate and respectful use of lockers and keys remains the responsibility of students.

17. Base Rooms

Each Base Class is assigned a Base Room. These are used by students for eating/drinking at break times. There are two Base Classes in each year group, and students from either Base Class in same year group can use either Base Room during breaks. However, at 8:50am registration students must present in assigned Base Room for that Base Class. The usage of Base Rooms is based on the following rules which all must strictly observe:

- No littering. All food rubbish/wrappings to be binned, with floor and furniture left clean after use.
- No moving of furniture/equipment .
- No interference of teachers' property, equipment, materials and teachers area at top of room

Rewards

Scoil Aireagail recognises and values the excellent endeavours of all its students. From the academic to the extra-curricular, including the personal development and characteristics of all its students, our school retains that positive and progressive atmosphere where our students can thrive. All such achievements are recognised and celebrated in many ways, including:

- Our Positive Behaviour Initiative. Positive behaviours and student achievement among 1st, 2nd and 3rd Year students are recognised on a fortnightly basis. The specific dates are outlined to staff at start of each academic year. The Class Tutor takes charge of selecting and presenting students with Certificate of Merit and Canteen Voucher as a reward for success – based on a broad range of criteria. Selection by Class Tutor is assisted by all teachers inputting positive behaviour incidents on VShare – which are accessible to all.
- Praise by Subject Teacher, Class Tutor, Year Head, Deputy Principal, Principal – on an informal and daily basis
- Positive note in Diary/positive letter home.
- Work exhibited. TY and 1st Year students have their annual event to showcase some of their classwork and achievements – where parents/guardians are invited to attend.
- Announcements
- Day trips for all year groups as organised by Class Tutors as a reward for good general progress.
- Recognition of achievement in assemblies and Awards Afternoon
- Articles on school website, local newspapers and school social media

Behaviour-Correcting Interventions

The administration of respectful behaviour is based upon a graduated system. Scoil Aireagail promotes, in a positive manner, our values and expectations of our students in. Where breaches occur, a graduated system of behaviour referral is adopted. This system draws upon the pastoral system within the school. Central to its success is the consistent use of the school diary. Absences, behaviour, punctuality, teacher comments and parent's comments are all recorded here.

We support and encourage parental partnership as outlined in the Education Act 1998 and taken cognisance of the D.E.S. Circular M33/91.

Examples of Sanctions that may be used in response to unacceptable behaviour are listed below:

- Verbal warning
- Note in Journal
- Apology
- Reassignment in class seating plan
- Removal of privileges
- School management liaising with parent/guardian
- Evening detention
- Being placed on report (Green/Yellow/Red Card System)
- Target Sheet – customised to identify specific areas of focus for individual student.
- Internal suspension – where student follows another year group for a specified day/time.
- Suspension
- Exclusion

The encouragement of positive behaviour is based upon a graduated system.

The System is graduated as follows:

1. Classroom Management Techniques

If a student misbehaves, their Subject Teacher will correct them in the first instance. Minor incidents to be dealt with by normal classroom management techniques. Such incidents may include any behaviour which affects teaching and learning and/or goes against our five values as outlined above

2. Note in Student Diary

The second procedure in our graduated system is a note in the student's Diary. This may be done in any circumstances where the teacher deems appropriate, including:

- Student has been given a warning but continues with misbehaviour.
- Homework not attempted and no note from parent/guardian.
- Late for class (if class has commenced student is late)
- Not having books/equipment/copies for class
- Defiance of teacher's instructions. This is a serious breach which may result in suspension.
- Incomplete school uniform

3. Teacher Referral Form

Where there is a more serious single incident a teacher may complete a Teacher Referral Form. This documents the details of an incident or offending behaviour. The following behaviours typically warrant a Referral Form:

- Defiant or challenging behaviour to a staff member
- Aggression towards another student or staff member
- Persistent disruption of teaching and learning
- Foul, abusive, offensive or inappropriate language towards another student or staff member
- Skipping class
- Leaving the school grounds without permission.

The referral form is presented to the respective Year Head. A range of sanctions may be imposed, ranging from detention to suspension, depending on the seriousness of the incident in question.

4. Behavioural Improvement Monitoring Cards

The card system –Green, Yellow and Red Cards- is designed to monitor the improvement in a student's behaviour and performance over a weekly period.

Green Card

The detention exemption card is a positive intervention designed to give a student an opportunity to improve negative behaviour and avoid evening detention.

- Issued by Year Head when a student has been referred by Class Teacher when student has 5 notes in diary, or at the discretion of the Year Head.
- Student will remain on card for one week.
- Each subject teacher indicates student behaviour/progress for each class period
- Parents to sign card each night
- Cards to be kept in good condition – plastic folders issued
- Student must have card in school each day
- Student must hand card to subject teacher at the beginning of each class
- Failure to comply with the conditions of the Card, or if a student receives 4 x's, will automatically lead to evening detention

Evening detention:

- Imposed at the discretion of Year Head/Management resulting from unacceptable behaviour
- Takes place once a week from 3:50 to 4:50pm, supervised by teacher
- Four x's on Report Card and/or due to breach of behaviour
- Failure to comply with the conditions of the Card will automatically lead to evening detention

Yellow Card

If a second report card is issued to the same student in a term the student is placed on a Yellow Card.

- Student will automatically do detention
- Usual report card rules outlined above will also apply
- Deputy Principal will liaise with parents/guardians

Red Card

If, during a single term, a student's behaviour continues to contravene the Code of Behaviour having completed a Yellow Card, the students will be placed on a Red Card.

- Parents will be brought in to speak to the Deputy Principal/Principal.
- Usual report card rules apply as outlined previously.
- 4 "x"s on a Red Card will result in suspension.
- Further contravention of the Code of Behaviour having completed the Red Card will result in automatic suspension.

Suspension

In certain circumstances of unacceptable behaviour it is necessary in the best interests of the whole school community for the student to be suspended or expelled. In applying sanctions of suspension and expulsion Scoil Aireagail will give due consideration to the rights and responsibilities underpinned in the Education Act 1998, The Education Welfare Act 2000, the Equal Status Act 2000 and the principles of fairness and natural justice.

Single Incidents Warranting Suspension

Student will be referred to Year Head and he/she will investigate the incident. Following investigation the Year Head decides whether detention/report card/referral to Deputy Principal should apply

While most breaches of the Code of Behaviour will be dealt with through the graduated system, there are some cases where students may be immediately suspended. These include:

- Extreme defiance to a teacher
- Verbal abuse to a teacher
- Bullying, fighting or physical abuse to any member of the school community.
- Mitching
- Interfering with the fire alarm
- Vandalism or theft- which may be reported to the Gardai
- Possession, use or supply of alcohol and or any illegal drugs on school premises and or on school related activities.
- Possession of offensive weapons which may be reported to the appropriate authorities.

NOTE:

When pupils are being interviewed in relation to wrongdoing by others, it is the policy of the school that brief notes are taken.

Suspension

Continuous breaches of school rules or serious breaches of the code of behaviour or a serious once off incident of misbehaviour may warrant suspension outside the school. Suspension outside of school is only sanctioned by the Principal (or Deputy Principal). Suspension from school for three days is at the discretion of the Principal. Suspension for longer periods must have the approval of the Board of Management. Provision for a five-day suspension has been officially approved by the Board of Management. Where a student is suspended for 6 days or

more the Principal will inform the local Education Welfare Officer. Where a student is suspended for a cumulative total of 20 days or more the Principal will inform the local Education Welfare Officer.

Possible grounds for Suspension includes:

- Disrespectful or continuous defiance towards or harassment or intimidation of any staff member or the harassment/bullying of any member of the school community. This includes use of obscene, abusive or inappropriate language.
- Possession, use or supply of prohibited substances e.g. alcohol, drugs in the school or on school related activities.
- Vandalism or destruction of school property or the property of another member of the school community.
- Continuous disruption of learning, having a negative effect on other students.
- Mithing
- Damaging the good name and reputation of the school.
- Stealing
- Fighting, or possession of offensive weapons.

Suspension will be used after the Principal/Deputy Principal is satisfied:

- That all other disciplinary/remedial options under the code of behaviour have been applied and documented.
- That appropriate support has been given to the student.
- That discussion has taken place with parents/guardians in relation to the student's behaviour.
- That a formal written warning has been notified to the student and his or her parents, except in case of serious breach of the code of behaviour which may warrant immediate suspension.
- That all actions have been documented.
- That copies of all correspondence are available.

Procedure

- The Principal (or Deputy Principal) makes a decision to suspend a student based on the written records maintained of all action taken in accordance with the school code of behaviour.
- The student is informed of this decision and the grounds for suspension and given an opportunity to respond
- Parents are notified in advance of the reasons for, dates and duration of the suspension outside school and where possible invited to discuss the matter further with the Principal in accordance with the relevant legislation.
- If the suspension is to be immediate Parents/Guardians may be informed by phone, with a written follow-up.
- Students will not be sent home during a school day unless collected by a parent/guardian or some other suitable arrangement is made.

The formal letter of notification of suspension will include

- Notice of the suspension
- Effective date and duration of suspension
- Reasons for the suspension

- Expectations of student while on suspension
- Importance of parents/guardians assistance in the matter
- Notice that the student is under the care of parents/guardians during the suspension
- Notice that the Principal informs the Board of Management of any such suspension
- Notice of right to appeal the decision of the Principal to the Board of Management.
- Notice that the suspension will be notified to the local Education Welfare Officer (if it exceeds 6 days or more or a cumulative total days of 20 days)
- Notice of right to appeal under section 29 of the Education Act 1998 and the Education Welfare Act

Longer Term Suspension

Before a longer term of suspension is applied it must be sanctioned by the Board of Management.

- Parents will have had notification that the matter will be discussed at a Board Meeting and offered the right to reply
- A meeting will have taken place with the Parents/Guardians, the Principal and Deputy Principal and where necessary other pastoral support personnel in the school to help resolve the situation.
- Parents will be informed of their right to appeal any decision on suspension under Section 29 of the Education Act 1998 and the Education Welfare Act.

During the period of long term suspension the school may insist that the student remain at home while an appeal on a suspension is in progress.

Where an appeal is successful any period of suspension served in relation to the appeal will be removed from the student's file.

Procedure for re-introduction following suspension

Where possible parents are requested to accompany the student on their return to school following suspension.

- On their return student will have a meeting with the Principal or Deputy Principal to reaffirm expectations
- Student to give verbal assurance to principal/deputy principal that Code of Behaviour will be followed

Grounds for removal of a suspension

- The Principal and/or BOM may agree that a sanction other than suspension be applied following discussion with parents/guardians
- Following a successful appeal to the BOM
- Following a successful appeal under Section 29 of the education Act
- Where new circumstances come to light.

Expulsion

Expulsion is the ultimate sanction imposed by the school and is exercised by the BOM in extreme cases of breach of 'Code of Positive Behaviour'

In advance of any hearing, which could result in exclusion, the school will investigate the matter in accordance with the principles of natural justice.

Possible Grounds for Expulsion

- Where breaches of the 'Code of Positive Behaviour' continue following repeated suspensions the Principal may recommend exclusion to the Board of Management and inform the parents of her recommendation.
- Exclusion may be recommended where the behaviour of the student is seriously disrupting learning and having a negative effect on other students.
- Exclusion may be recommended where there is serious disrespect, harassment or abuse of others.
- Exclusion may be recommended where a student has no respect for or is not amenable to any form of school authority
- Exclusion may also be recommended for certain breaches of policy in relation to substance abuse.
- Exclusion may be recommended where there is serious concern for the safety of others.
- Where contracts of behaviour following repeated suspensions are not being kept.
- Serious assault
- Serious theft
- Causing major damage to school property
- Possession of or brandishing an offensive weapon.

The above list is non-exhaustive

Principal's Role Regarding Exclusion

The Principal will always refer to the Board of Management in matters of exclusion. However, the Principal may suspend a student immediately in some circumstances e.g. violence, threats of violence, illegal drugs, pending a referral to the BOM with a recommendation of expulsion. An offence of gross misconduct by a student may warrant immediate expulsion.

Exclusion by the BOM will be considered after the Principal is satisfied:

- that all other disciplinary/remedial options under the 'Code of Positive Behaviour' have been applied and documented.
- that appropriate support has been given to the student eg. Diagnostic assessments where appropriate, (counselling)
- that discussion has taken place with parents/guardians in relation to the student's behaviour in relation to specific incidents which may have lead to the suspension and now lead to expulsion.
- that formal written warnings have been notified to the student and his or her parents, in relation to serious breaches of the code of behaviour.

- that formal written expectations of behaviour have been notified to both student and parent eg contacts showing commitment to the school code of behaviour.
- that parents have been made aware of any reports of suspension to the BOM
- that parents have been made aware of formal reports to the BOM in relation to behaviour of the student and invited to respond to or attend any BOM
- that parents are informed of the BOM meeting where there is an intention to recommend suspension or expulsion and they have been invited to attend such meeting
- that all actions have been documented
- that copies of all correspondence are available

Role of BOM

Expulsion can only occur after the BOM has followed the following procedures.

- Heard the Principal's case against the student (in the presence of parents where possible)
- Heard the parents response
- Examined all the documentation which has been given to the parents
- Considered the students record in the school
- Taken legal/expert advice where necessary
- Ensured that the principal is not present for the Boards discussion and decision on the matter.
- Discussed the case in detail
- Considered all matters having regard to the Boards responsibilities to the whole school community

The formal letter of notification will include:

Notice of intent to expel

Reasons for expulsion

Effective date of expulsion including a statement that the student will stand suspended for 20 school days after receipt of notification by the Education

Welfare Officer when the final decision to expel will be made by the Board and become effective.

A statement that the Education Welfare Board has been notified.

Information and documentation on appeal rights under Section 29 of the Education Act.

Appeals

There is a right to appeal an expulsion under the Education Welfare Act. An appeal may be made to the Secondary General under Section 29 of the Education Act 1998

Principles of Natural Justice:

Procedural Fairness:

Procedural fairness is a basic right of all individuals dealing with authorities. All communities have a legitimate expectation that schools (Boards, principals, deputy principals and teaching

staff) will follow these principles in all circumstance, particularly when dealing with suspensions and expulsions. There is a right to appeal an expulsion under the Education Welfare Act. An appeal may be made to the Secretary General under Section 29 of the Education Act 1998

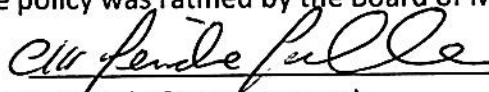
Procedural Fairness is generally recognised as having two elements.

The right to know the allegations in the matter and any other information which will be taken into account.

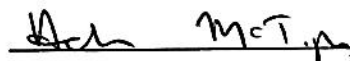
The right to know the way in which the issues will be determined.

- The right of the person against whom the allegations have been made to respond to the allegations and
- The right to know why the action is happening
- **The right to be heard which includes:**
- The right to appeal
- The right of the person to an impartial decision which includes:
- The right to impartiality in the investigation and decision making phases
- The right to absence of bias on the decision maker

The above policy was ratified by the Board of Management on 28 March 2023

Signed: 
(Chairperson, Board of Management)

Date: 28/03/23

Signed:  MCT
(Secretary, Board of Management)

Date: 28/03/23

Date of Review: March 2025