

Scoil Mhuire Maigh Cuilinn

Cód Iompair Ghairmiúil/ Code of Professional Conduct

2026

For Teaching and Non-Teaching Staff

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1. Introduction

The Annual Board of Management Review of the school's Child Safeguarding Statement identified the need for a Code of Conduct for school personnel as an additional measure to address risks of harm identified in the Child Protection Risk Assessment.

This Code of Professional Practice was developed to meet that need, and to inform and support the teaching and non-teaching staff of Scoil Mhuire in carrying out their duties in a professional manner consistent with:

- Our Mission Statement
- Our Catholic Ethos
- Our In Loco Parentis Duty of Care towards our pupils
- Our Moral and Ethical Duty of Care towards each other
- Our Professional Duties and Obligations re. Teaching and Learning and Support of Pupils
- Our Obligations regarding Confidentiality and GDPR
- Our Professional Duties and Obligations re. Child Safeguarding

2. ETHOS

All staff are expected to support our school's ethos.

All staff are required to refrain from undermining our school's ethos.

Scoil Mhuire is a co-educational Catholic National School under the patronage of the Bishop of Galway, Kilfenora and Kilmacduagh. Together with the Board of Management, the parents and the parish community, we provide Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and prepare them for the reception of the sacraments of Penance, Holy Communion and Confirmation. We promote the formation of the pupils in the Catholic Faith in a manner that is welcoming to and inclusive of the presence of pupils committed to other religious traditions and none. Our Christian ethos also informs our actions, attitudes and practices on a day-to-day basis.

3. MISSION STATEMENT

All staff are required to adhere to our school's mission statement:

We, the staff of Scoil Mhuire, Maigh Cuilinn, are dedicated to the creation of a pleasant, relaxed, safe, controlled learning environment providing for the personal, social, intellectual, moral and spiritual development of each child.

We wish to enable each child to realize their maximum potential, to develop self-confidence, security and to develop as well-adjusted human beings and responsible citizens.

4. CHILD SAFEGUARDING

On 11th December 2025, all staff underwent training in the Child Protection Procedures for Primary Schools 2025:

https://www.into.ie/app/uploads/2019/07/Child_Protection_Procedures_for_Schools_2025.pdf

Staff members are expected to

- familiarise themselves with the new procedures

Staff members are required to

- be familiar with Chapter 2: Definition and Recognition of Child Abuse and Chapter 4: Roles and Responsibilities

5. CORE PRINCIPLES

Scoil Mhuire's Core Principles are:

High Quality Educational Provision

Pursuit of highly effective practice in terms of educational provision

Wellbeing

Promotion of the physical, social, emotional, and spiritual wellbeing of all children, helping them build confidence and resilience

Child-Centred Philosophy

Placement of the child at the heart of all policies and practices.

Equality and Inclusion

Facilitation of equal access the curriculum and school life for all children and equitable treatment of all members of our school community, regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller Community, sexual orientation, ability or socio-economic status

Core Values

Promotion of values such as respect, kindness, tolerance, responsibility, and honesty; values to be modelled by all staff members

Community Spirit

Promotion of a sense of community, where students, parents, and staff collaborate and participate in the life of the school

All members of the Teaching and Non-Teaching Staff of Scoil Mhuire are required to align with these Core Principles in their work and conduct in our school.

6. PRACTICAL APPLICATIONS

Below is a non-exhaustive list of practical applications of this Code:

I. TIMEKEEPING

Staff are required to

- be present for work by 8:40 a.m. each morning and to sign-in at reception on arrival
- be present at work until 2:30 p.m. and sign out on departure

Staff are expected to

- attend meetings and Croke Park Hour sessions on time

II. SUPERVISION

Teaching Staff are required to

- adhere to the school's Supervision Policy: <https://moycullencentralschool.ie/wp-content/uploads/2021/02/Supervision-Policy-BOM-Approved-9-Oct-2025.pdf> i.e.
 - Share in the Morning, Breaktime and Lunchtime supervision of children as per the Supervision Rota
 - Supervise children in the classroom at meal times
 - Arrange with a colleague for cover for EPV days in a timely fashion

III. HEALTH AND SAFETY

Staff are expected to:

- familiarise themselves with the school's Safety Statement: <https://moycullencentralschool.ie/wp-content/uploads/2021/02/Health-and-Safety-Statement-2026.pdf> and Critical Incident Plan: <https://moycullencentralschool.ie/wp-content/uploads/2021/02/Critical-Incident-Management-Plan-2025-26-Scoil-Mhuire.pdf>

Staff are required to:

- report all Health and Safety concerns to the Principal or Health & Safety Representative

IV. SCHOOL ENVIRONMENT, EQUIPMENT AND RESOURCES

Staff are required to

- maintain a reasonable clean, tidy and safe teaching and learning environment
- supervise/monitor children's treatment of school furniture, books, and equipment within their teaching/working environment
- report breakages/damages to the office in a timely manner

- supervise/monitor disposal of waste and recyclable materials within their teaching/working environment
- apply the principle of Reduce, Reuse and Recycle to avoid unnecessary waste in terms of use of school resources, e.g. photocopying, laminating, art and craft materials, etc.

V. CONFIDENTIALITY

Staff are expected to:

- familiarise themselves with the school's Data Protection Policy: <https://moycullcentralschool.ie/wp-content/uploads/2018/09/Scoil-Mhuire-Data-Protection-Policy.pdf>
- keep pupil data and sensitive information strictly confidential and securely stored in the appropriate location, e.g. Aladdin, SEN Cabinet, Locked Classroom Filing Cabinet
- restrict sharing of pupil data information to the relevant parties, i.e. Parents/Guardians, Class Teacher, SEN Teacher, SENCO, Principal and, if applicable, with relevant 3rd parties (Psychologist, OT, S&L Therapist, Secondary School SENCO) with the prior consent of Parents/Guardians and the approval of the SENCO and Principal

VI. COMMUNICATIONS

Staff members are expected to respect the right of other staff members to disconnect from work.

Whereas some work-related communication will need to take place for logistical and/or urgent reasons, e.g. sick leave, work related communication should be kept to a minimum outside normal working hours.

Communications outside normal working hours should, in principle, be restricted to Social, non-work-related discourse via the Staff WhatsApp Group.

VII. APPLICATIONS FOR/NOTIFICATION OF LEAVE

Staff members are expected to be aware of the leave they have taken, as per the Termly Leave Report supplied to them by the Office.

Applications for Leave should be made in a timely fashion, e.g. EPV, Parental Leave, Unpaid Leave.

Notification of Sick Leave, Illness in Family/Force Majeure should be made immediately once it is known that such leave will be or may be required, i.e.

If a staff member realises - on a given afternoon - that he/she will likely be or will actually be unable to attend work the following morning he/she should, in the first instance, immediately notify both the Principal and the Office of the possibility and confirm as soon as possible thereafter.

VIII. CLASS/CASELOAD HANDOVERS

Sending and Receiving Teachers are required to engage in a comprehensive Class/Caseload Handover, as required, e.g.

- Before the end of the school year, if the Receiving Teacher is known
- Before the start of the school year, if the Receiving Teacher has been recruited over the summer holidays. *An element of this handover should take place following the annual pre-opening staff meeting in late August.*

- Before the commencement of a period of scheduled, approved leave, e.g. Parental Leave. Maternity Leave

Teachers availing of EPV are required to prepare a comprehensive list of work and/or a work pack to be completed by pupils.

Teachers are required to prepare a comprehensive list of work and/or work packs TO COVER A MINIMUM OF 3 DAYS to be completed by pupils, in respect of unforeseen absences for which a Replacement Teacher cannot be employed.

IX. PLANNING/REPORTING

Teachers are required to engage in planning and to maintain concise written Long Term and Short-Term Plans (Scéimeanna Coicíse.)

Teachers are required to submit to the office:

- a Timetable (Clár Ama) at the beginning of the school year (by the end of September at the latest)
- a Monthly Report (Cuntas Míosúil) for each month of the school year (by the middle of the following month at the latest)

Teachers availing of leave must supply the Replacement Teacher with a Long-Term Scheme of Work to cover the school term in question, if the leave will begin after the commencement of the school year in question (e.g. if taking leave on 1st October, a Long Term Scheme up to the Christmas Holidays.) If the leave will begin before the commencement of the school year, it is the responsibility of the Replacement Teacher to prepare a Long-Term Scheme for the duration of the leave. If the leave extends into the following term, it is the responsibility of the Replacement Teacher to prepare a Long-Term Scheme for the following term.

All Teachers are required to prepare, maintain and submit a Combined Short-Term Scheme of Work/Monthly Report (Scéim Coicíse/Cuntas Míosúil) in respect of their work in the school. This also applies to Replacement Teachers whose work extends to a minimum of 2 weeks in the school.

Teachers availing of short periods of leave i.e. less than 2 consecutive weeks will be responsible for preparing a concise Cuntas Míosúil with the aid of the Replacement Teacher's Notes.

SNAs are required, as appropriate, to maintain (confidentially) Home-School Diaries/Journals in respect of the pupils they support.

X. CODE OF PROFESSIONAL CONDUCT FOR TEACHERS

The Teaching Council's Code of Professional Conduct for Teachers:

<https://www.teachingcouncil.ie/assets/uploads/2023/09/code-of-professional-conduct-for-teachers1.pdf> sets out the standards that apply to all registered teachers in the following areas:

- Professional Values and Relationships
- Professional Integrity
- Professional Conduct
- Professional Practice
- Professional Development

- Professional Collegiality and Collaboration

The teaching staff of Scoil Mhuire are expected to familiarize themselves with the Teaching Council's Code of Professional Conduct for Teachers.

XI. SNA POLICY & GUIDELINES

SNAs are expected to familiarise themselves with: the School's SNA Policy & Guidelines: <https://moycullcentralschool.ie/wp-content/uploads/2021/02/Special-Needs-Assistants-SNAs-Policy-and-Guidelines.pdf>

Department of Education Circular 0030/2014:
<https://circulars.gov.ie/pdf/circular/education/2014/30.pdf>

XII. DISCIPLINARY PROCEDURES

Staff members are expected to familiarise themselves with the relevant Department of Education Circulars in respect to Disciplinary Procedures:

- for Teachers and Principals Circular 0048/2018:
<https://circulars.gov.ie/pdf/circular/education/2018/48.pdf>
- for Special Needs Assistants Circular 0072/2011:
<https://circulars.gov.ie/pdf/circular/education/2011/72.pdf>

XIII. WORKING TOGETHER

Teachers are required to adhere to the Working Together 2024 procedures: <https://oide.ie/wp-content/uploads/2024/09/Working-Together-2024-1.pdf> for the purposes of:

- Resolving difficulties and disputes between colleagues
- Addressing bullying behaviour or harassment from colleagues
- Resolving workplace grievances

XIV. RATIFICATION AND COMMUNICATION

This policy was ratified by the Board of Management of Scoil Mhuire on **18th May 2026**.

It will be reviewed, as required, in light of the issuance of updated guidelines and procedures agreed by Department of Education, INTO, FORSA, CPSMA and the Teaching Council.

It will be shared with all staff members via the school's website.

	
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C. O'Neill

Chairperson, Board of Management.

T. Kavanagh

Principal