

Staff Grievance Policy

Prepared using the ACAS Code of Practice 1, Disciplinary and Grievance Procedures.

Aims

The policy is intended to ensure that any staff grievances are resolved quickly and fairly. Employers and employees should always seek to resolve grievance issues in the workplace. Where this is not possible employers and employees should consider using an independent third party to help resolve the problem.

The third party need not come from outside the organisation but could be an internal mediator, so long as they are not involved in the grievance issue. In some cases, an external mediator might be appropriate.

If the matter relates to a safeguarding issue, you must, without delay speak to the DSL or a Deputy DSL.

What is a Grievance?

Grievances are concerns, problems or complaints that employees raise with their employers.

When should a staff member raise a grievance?

Staff should raise a grievance promptly so a resolution can be sought.

Procedure

Informal Procedure

If a member of staff has a grievance relating to his or her employment, the following procedure should be followed.

- The grievance should first be referred to the College of Teachers, or the School Business Manager. This discussion will be informal and should take place as soon as possible. Most concerns can be resolved at this level.
- If a staff member wishes to discuss their grievance informally with the other staff member, we have a duty to ensure the smooth running of this meeting. We will, in most cases ensure that both parties are happy to have an informal discussion and we will have a senior staff member to sit in the meeting. This is to protect and look after the interests of both parties. We will inform both parties of the reason for the discussion at least an hour before this takes place so that complete clarity is achieved.
- If the concern persists, the matter should be raised formally with the Chair of College. It may be helpful to put in writing the problem and the reasons why it is felt that the matter has not been satisfactorily resolved. The College will review the matter and report back on their decision promptly.

Formal Written Grievance

- If writing a formal grievance, staff should include the reason for the grievance, how this has made them feel and why they felt this wasn't resolved informally. Include as much detail as possible.
- When the Chair they will investigate the facts, speak separately to both parties and note their responses, look impartially at all the information gathered and try and see if any other people witnessed the incident. Always practice in full confidentiality, ensuring that the Equalities Policy is referenced against the protected characteristics.

- If the problem remains unsatisfactorily resolved, the matter should be taken up with the School Management Team. The final decision in resolving the problem will be made by the School Management Team and Trustees. This will provoke a full investigation into the matter, they will look at all the previous facts and carry out any further investigations. They will also take into account any other grievances that they know from other staff that are similar in nature and check for patterns and trends.

If a manager discovers an issue that they feel is serious enough to warrant an investigation without a complaint being made they can do so. This may be used in a bullying issue, where they have enough evidence to suggest one staff member is bullying another, who may be too worried of the consequences to step forward.

The school will:

- Deal with issues promptly and will not unreasonably delay meetings, decisions or confirmation of those decisions.
- Act consistently.
- Carry out any necessary investigations, to establish the facts of the case.
- Inform employees of the basis of the problem and give them an opportunity to put their case in response before any decisions are made.
- Allow employees to be accompanied at any formal disciplinary or grievance meeting.
- Allow an employee to appeal against any formal decision made.
- Keep a written record of any disciplinary or grievances cases we deal with.
- Deal with issues involving bullying, harassment, safeguarding or whistleblowing under a separate procedure.

Issue Date

This policy takes effect from August 2009.

Review Date

This policy will be reviewed and revised by the School Business Manager on a three year cycle.

Endorsement

Full endorsement to this policy is given by:

Name:	Mr Martin Taylor
Position:	Trustee
Signed:	
Date:	8 th January 2020

Related Policies

- Staff Disciplinary Policy
- Staff Performance Evaluation Policy