

Alverton Primary School

Grievance Policy

January 2014

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Grievance Policy

Where an employment problem is considered by the member of staff to be of a sufficiently serious nature to be termed as a 'grievance', the matter has not been resolved as a result of an informal approach or it is considered inappropriate to deal with the matter on an informal basis, the member of staff may invoke the Grievance Procedure. This procedure is designed to achieve the objectives referred to in the above policy statement in an effective and efficient manner.

Application of the Procedure (applies to ALL elements of the Procedure)

At all stages of the procedure, the member of staff raising the grievance is entitled to take advice from and be accompanied or represented by a workplace colleague or trade union representative. Staff are encouraged to consult their trade union representatives or professional associations prior to invoking the grievance procedure.

Where the member of staff chooses not to be accompanied or represented by a workplace colleague or trade union representative it will be noted in the written summary that representation was offered and declined.

The parties may, by mutual agreement, modify the time limits referred to in this procedure and the procedure will end at the Governing Body, apart from grievances against the Local Education Authority.

To avoid delay the staff member may elect to proceed to the next stage of the procedure if the complaint has not been dealt with within **twenty school days** at any stage.

Stage One

If a member of staff has a personal work-related grievance or problem he/she should raise the matter initially with his/her line manager, specifying that he/she wishes to utilise the formal stage of the procedure, giving details of the grievance and the remedy sought (if appropriate).

This would normally be carried out by a written note, but does not preclude a direct personal approach, particularly if the issue involves a sensitive or personal matter.

On notification of a formal grievance, a meeting will be arranged with the member of staff as soon as is reasonably practicable. Even if the first meeting is of an exploratory nature it should normally take place within **five school days** of notification of the grievance.

At the meeting the line manager will listen to the details of the grievance and will endeavour, in conjunction with the staff member, to devise an appropriate resolution.

A written summary of the contents of the meeting must be made by the line manager, signed by both parties and a copy kept confidentially on file.

(Alternatively, the staff member may consider that the issue is not appropriate to raise with his/her own immediate line manager. In this event the staff member may submit his/her grievance at Stage Two without utilising Stage One).

Stage Two

If the staff member is not satisfied with the progress made after the first meeting, disagrees with the decision that was made at the meeting or cannot accept the proposed period before action is to be taken he/she may decide to refer the matter to Stage Two of the procedure.

Stage Two grievances must be put in writing to the Headteacher giving full particulars and stating what remedy the staff member seeks. The Headteacher (Deputy) will arrange, where practicable, a meeting within **ten school days** of receiving notification the grievance.

The Headteacher will seek to resolve the problem personally and/or in consultation with other relevant staff. After due consideration, the Headteacher will give a decision (on action to be taken) in writing, within **five school days** of the meeting. In reaching a decision, the Headteacher may, with the member of staff's agreement, consult with the Chair of the Governing Body, the Local Education Authority or the member of staff's trade union representative.

Stage Three

Should the grievance continue to be unresolved, the staff member may proceed to Stage Three of the procedure by referring the matter to a Committee of Governors (established for the purpose of hearing the grievance). The grievance should be referred by the staff member to the Committee in writing, via the Headteacher or if the Headteacher is the subject of the grievance, to the Chair of the Governing Body, within **five school days** of receiving written notification of the decision/outcome of the meeting with the Headteacher at Stage Two.

A hearing by the committee should be arranged (by the Chair of the Governing Body) where practicable within **ten school days** of receipt of the written grievance.

The parties concerned will make their submissions to the Committee who should be sent all relevant documents in advance of the hearing within a timeframe determined by the Committee. The Committee may wish to invite representatives of the Local Education Authority to advise as appropriate.

The decision regarding the outcome of the grievance will be given at the hearing and confirmed in writing within **five school days** of the hearing.

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Policy Written	
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