



GRIEVANCE PROCEDURE POLICY

VERSION 1

02/11/2017

1. Terms of Reference

1.1. Definitions:

“Headteacher” also refers to any other title used to identify the Headteacher, where appropriate, or other senior manager delegated to deal with the matter by the Headteacher.

“Representative” refers to a person chosen by the employee to accompany him/her, who shall be a trade union representative or a workplace colleague.

2. General Principles

- 2.1. There are a number of issues that can cause grievances at work and these may include working conditions, application or non-application of policies and procedures, environment, relationships with management or colleagues, duties and responsibilities, or work volume. Grievances may relate to discrimination, harassment, bullying or victimisation. The aim of this policy is to enable any employee to have his/her grievance heard and to seek redress as appropriate. The intention is that grievances should be settled quickly and fairly and should be first dealt with as close to the source as possible.
- 2.2. Where the grievance relates to a matter covered by another policy for example pay, probation or whistleblowing, then the matter will be dealt with in accordance with the relevant policy. This grievance policy may not be used to complain about dismissal or disciplinary action. An employee who is dissatisfied with any formal warning should submit an appeal under the appropriate policy.
- 2.3. Where an employee raises a grievance during any existing process or procedure that process may be temporarily suspended in order to deal with the grievance. However, where the grievance and the existing process are related, it may be appropriate to deal with both issues concurrently. The trust board will have discretion to decide which option is appropriate, in all circumstances.
- 2.4. The policy applies to all Waveney Valley Academies Trust employees, full and part-time, permanent and temporary. If it is the Headteacher who has a grievance, then the Chair of the Trust Board is the person to whom the Headteacher refers to as his/her immediate line manager at Stage 2. If the Headteacher's grievance is not resolved at that stage, the matter should be referred to Stage 3. If individual governors or trustees are the subject of the grievance, such person(s) shall not sit with the Staff Appeals Committee but may attend the Appeal Meeting to present his/her case.

- 2.5. This procedure does not form part of any employee's contract of employment and it may be amended at any time.
- 2.6. An employee who is a member of a trade union may consult that trade union's representative before invoking the grievance procedure, but the employee should normally raise the problem personally with the immediate line manager before involving his/her trade union representative. The employee has the right to be accompanied by a trade union representative at all formal stages of the procedure.
- 2.7. Those responsible for dealing with employees' grievances will treat them seriously and attempt to resolve them as quickly as possible. They will be properly trained and familiar with the procedures. There should be no attempt to block an employee's wish to raise the grievance at a higher level.
- 2.8. Employees should recognise that an investigation may be necessary which may delay the process beyond normal time limits.
- 2.9. At any stage of the procedure the Headteacher and/or Trustees may refer to an adviser external to the school for guidance to bring about a resolution of the grievance acceptable to both sides. Such conciliation is without prejudice to the position of both parties in the procedure.
- 2.10. The Headteacher and/or senior managers and/or Trustees may wish to take advice from the school's HR Adviser before considering a grievance.

3. Stages of the Grievance Procedure

3.1. Stage 1: Raising Grievances Informally

Most grievances can be resolved quickly and informally through discussion. If an employee feels unable to speak to the person allegedly causing the grievance, then the employee should speak informally to his/her immediate line manager. If this does not resolve the issue, the employee should follow the formal procedure below.

If the employee's grievance is against the line manager personally, the grievance may be referred directly to the Headteacher (or Chair of the Trust Board if it is the grievance involves the Headteacher)

3.2. Stage 2: Formal Grievances

If the employee is not satisfied his/her concerns have been addressed informally, the employee should submit the grievance in writing, indicating that it is a formal grievance, to the Headteacher. The Headteacher should notify the Chair of the Local Governing Body and Trust Board that a formal grievance has been received. The Employee should use the Notification of

Grievance Form (Appendix A) to state the grounds of their grievance and the remedy that is being sought.

The Headteacher will meet the employee to hear the grievance and reply as soon as possible, normally within 10 working days, even if it is only an interim reply pending further investigation. The Headteacher may be accompanied by another employee, or the school's HR Adviser.

An employee may bring a Representative (see terms of reference) to any formal grievance meeting or appeal meeting under this Stage 2. An employee must tell the person holding the meeting who their chosen Companion is, in good time before the meeting.

At any grievance meeting or appeal meeting, an employee's representative may ask questions, but should not answer questions on the employee's behalf.

If an employee's chosen Companion is unavailable at the time a meeting is scheduled and will not be available for more than five working days afterwards, the employee will normally be required to find an alternative Companion.

It may be necessary to carry out an investigation into the grievance. The amount of any investigation required will depend on the nature of the complaints and will vary from case to case. It may involve interviewing and taking statements from the employee, any witnesses, and/or reviewing relevant documents.

The employee must co-operate fully and promptly in any investigation. This may include informing those handling the investigation of the names of any relevant witnesses, disclosing any relevant documents and attending interviews.

An investigation may be started before a grievance meeting is held where this is considered appropriate. In other cases a grievance meeting may be held before deciding what investigation (if any) to carry out. If appropriate and/or necessary, in those cases a further grievance meeting may be held with the employee after the investigation and before a decision is reached.

The Headteacher will write to the employee, within 10 working days of the grievance meeting, to inform the employee of the outcome of the grievance and any further action that will be taken to resolve it.

If the employee raising the grievance is not satisfied with the outcome then the employee may appeal in accordance with Stage 3 below.

3.3. Stage 3: Grievance Appeal

If the grievance has not been resolved to the employee's satisfaction they may appeal in writing, to the Chair of the Trust Board, setting out the grounds of their appeal, within 10 working days of receiving the written confirmation of the original decision. The employee must detail how they consider the grievance procedure has not been correctly applied, and/or how the outcome was not reasonable or proportionate.

The appeal will normally be heard as soon as possible after receipt of the appeal letter, by the Staff Appeals Committee, which will be formed in accordance with our Scheme of Delegation.

The Staff Appeals Committee may have an HR adviser attend the meeting who may also be involved in its private deliberations. The HR adviser, who should not have had any previous involvement in dealing with the grievance, shall not have a vote in the decision of the Staff Appeals Committee.

The Staff Appeals Committee will confirm its final decision in writing, as soon as reasonably possible after the appeal meeting. This is the end of the procedure and there is no further right of appeal.

Appendix A

Employee's Notification of Grievance

This form should be used to submit a grievance in accordance with Stage 2 of the formal Grievance Procedure.

Send the completed Employee's Notification of Grievance Form (Appendix A) to your Line Manager. If your grievance relates to your Line Manager, send it to the Headteacher. If your grievance relates to your Headteacher then send it to the Chair of the Trust Board (or other Trustee if the grievance is against the Chair). You are advised to keep a copy. Please be aware that the information will, in normal circumstances, be shared with any person/s complained about. Please think carefully about what you write.

1. Name: _____

Post held: _____

2. Describe briefly:

2.1. The nature of your grievance. Please include all relevant facts, dates and names of people involved and any witnesses. (continue on a separate page if necessary)

2.2. When did you first raise your grievance, and with whom? Is this a one-off issue or part of a chain of events?

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2.3. What action has been taken on your grievance at the informal stage (Stage 1)?

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2.4. What steps or action do you want to be taken as a remedy for your grievance?

3. If you are member, have you informed your trade union or professional association representative? YES/NO

If yes: do you wish the representative to receive correspondence? YES/NO

If yes: please identify the representative and provide email and postal addresses and telephone number YES/NO

Printed Name: _____

Signed: _____

Date: _____

Approval Date	02/11/2017	Review Date	01/11/2018
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