



Staff Grievance Procedure

To be read in conjunction with:

- Staff Code of Conduct
- Alcohol, Drugs and Gambling at Work Policy
- Teacher Appraisal Policy
- Staff Equal Opportunities and Diversity Policy
- Discipline and Grievances at Work: The Acsa Guide

Aims

This policy aims to enable employees to raise concerns about workplace issues without fear of victimisation and repercussion, and to ensure all grievances are dealt with fairly and objectively.

This procedure applies to all employees. It does not form part of your terms and conditions of employment and the school may depart from it depending on the circumstances of the case.

Legislation and guidance

These grievance procedures are based on the disciplinary and grievance code of practice from Acas.

Definitions

- A grievance is a concern, problem or complaint raised with the school by an employee. It can be caused by issues such as working conditions, health and safety concerns, bullying or discrimination or work relations. This policy does not cover issues raised by people who are not employed by the school, as this would fall under our complaints procedure

Grievance procedures

We are committed to dealing with grievances fairly and objectively. Employees will be protected from discrimination or victimisation after raising a work-related grievance.

Informal stage

In the first instance, we will aim to resolve an employee's grievance informally with their line manager. If the member of staff's concerns relate to their line manager they should discuss the issue with the line manager's manager.

It may be necessary for the member of staff who has raised a grievance to attend a meeting to discuss the concerns in more detail. However, this will be determined on a case-by case basis.

Formal stage

If it is not possible to resolve the matter informally, employees should set out their grievance in writing to their line manager. If the subject of the grievance is the line manager, the employee should submit the written grievance to an alternative, preferably senior, manager.

Upon receipt of a grievance, an investigating officer will be appointed. This will be an independent individual with no prior knowledge of the complaint.

A grievance panel will also be appointed. This group of people will be separate from the investigating officer and will be chaired by an independent individual, with no prior knowledge of the complaint.

The investigating officer will undertake a grievance investigation and will make a recommendation.

A formal meeting will be arranged within 5 working days after the grievance has been raised. At the meeting, the employee will be given the opportunity to explain their grievance and how they think it should be resolved.

The grievance panel may include members of the schools senior leadership, i.e. the proprietor / Head of School, Lead Teacher, School Business Manager, and / or members of the School Advisory Panel.

Employees have a statutory right to be accompanied by a companion at a grievance meeting. The companion must be a work colleague, trade union official, or trade union representative who has been certified as being competent to attend such meetings. If the employee wishes to be accompanied, they should confirm their request to the Investigating Officer who will confirm if it is reasonable and appropriate for the employee's chosen companion to attend in the circumstances.

Deciding on appropriate action

The meeting will be adjourned and the grievance panel will reflect on it before coming to a decision.

This decision will normally be communicated to the employee in writing within 5 working days. If it is anticipated that the response will take longer the employee will be informed of this and of the expected timescale. The decision will set out the action that will be taken to resolve the grievance. It will also inform the employee that they can appeal if they are not satisfied with the outcome, and explain how to do this.

Appeals

If the employee is not satisfied with the outcome of the grievance they have the right to appeal the decision.

The employee should set out their grounds of appeal in writing as soon as possible and submit this to the Head of School.

A grievance appeal panel will be appointed. This will be a group of people independent from any previous stage of the grievance procedure.

Appeals will be heard without unreasonable delay. Employees will be told the time and place of the appeal meeting in advance.

Employees have the same statutory right to be accompanied to the appeal meeting by a work colleague, trade union official, or trade union representative who has been certified as being competent to attend such meetings. If the employee wishes to be accompanied, they should confirm their request to the Investigating Officer who will confirm if it is reasonable and appropriate for the employee's chosen companion to attend in the circumstances.

The outcome of the appeal will normally be confirm If the employee wishes to be accompanied, they should confirm their request to the Investigating Officer who will confirm if it is reasonable and appropriate for the employee's chosen companion to attend in the circumstances.ed in writing to the employee within 5 working days. If it is anticipated that the response will take longer the employee will be informed of this and of the expected timescale. Upon completion of the Appeals stage the employee has no further right of appeal under this procedure.

Record keeping

Minutes will be kept of all meetings. Where possible, these will be confirmed as an accurate reflection of what was discussed during the meeting.

During all stages of the formal grievance procedure the employee will be provided with copies of notes as soon as they become available.

Records of all materials relating to the grievance process will be kept securely, only for as long as necessary and in line with data protection law, our privacy notices and [records management policy/record retention schedule].

Ex-employees

If an ex-employee wishes to raise a grievance after they have left, they should submit it in writing to the school. The school is not obliged to investigate or respond to ex-employee complaints but may decide to do so if it is deemed appropriate.

Resolving complaints through the employment tribunal

The school hopes that effective use of this procedure will negate the need for employees to seek external resolution for grievances by way of an employment tribunal claim.

However, the school also respects the employees may wish to exercise this right and, accordingly, employees are advised that failure to follow this procedure beforehand could result in a reduction in any compensation awarded of up to 25%.

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