



# Staff grievance policy

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<b>Last reviewed on:</b>	18 10 21	
<b>Next review due by:</b>	Sep 2022	

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### 1. 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, fully and objectively.

This grievance policy is entirely non-contractual and does not form part of an employee's contract of employment.

### 2. Legislation and guidance

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

### 3. 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.

### 4. 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.

#### 4.1 Informal stage

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

It may be necessary for the employee 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.

#### 4.2 Formal stage

If it is not possible to resolve the matter informally, employees should set out their grievance in writing to their line manager, in accordance with the staff grievance notification form at Appendix 1. If the subject of the grievance is their line manager, the employee should submit the written grievance to an alternative, preferably senior, manager. If the subject of the grievance is the Headteacher the employees should submit the written grievance to the chair of the proprietary board.

The line manager will complete a full investigation into the matter. This may involve holding investigation meetings with witnesses, requiring witness statements to be produced and reviewing written evidence. The investigating officer will undertake a grievance investigation and will make a recommendation.

The line manager will also arrange a formal meeting (to be held in person, or over video conferencing if appropriate) with the employee to discuss the grievance. At the meeting, the employee will be given the opportunity to explain their grievance and how they think it should be resolved.

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.

Every effort will be made to convene the grievance meeting at a time which is convenient for the employee and their companion to attend. If this means that the meeting cannot be held within a reasonable period (usually within five working days of the original date set), we ask that the employee make arrangements with another companion who is available to attend.

Please note that it is prohibited for an individual to record (whether covertly or otherwise) the proceedings at the grievance meeting, and at any appeal meeting, without the express permission of the Company. If the Company discovers that an individual has done this covertly, they could be subject to disciplinary action. Depending on the circumstances, it may amount to gross misconduct and could result in summary dismissal.

### **4.3 Deciding on appropriate action**

A decision will be taken by the line manager following the investigation and the grievance will be responded to, in writing, within 5 working days of the meeting being held. If it is not possible to respond within this time period, the employee will be given an explanation for the delay and be told when a response can be expected. The employee will be informed of actions to take if they wish to appeal the outcome.

### **4.4 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 within 5 working days of the grievance decision and submit this to the HR Proprietary Board member. An appeals officer will be appointed.

An appeal is not designed to re-hear the matter but to examine the grounds of appeal. The employee should therefore be specific about the grounds of the appeal.

However, a full re-hearing may be appropriate in exceptional circumstances.

On receipt of an employee's appeal letter, arrangements shall be made to hear the grievance at an appeal meeting (to be held in person, or over video conferencing if appropriate)..

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.

Following the meeting, the appeals officer will endeavour to respond to the grievance as soon as possible and, in any case, within five working days of the appeal meeting. If it is not possible to respond within this time period, the employee will be given an explanation for the delay and be told when a response can be expected. The employee will be informed in writing of the appeals officer's decision on your grievance appeal.

The decision of the appeals officer will be final.

### **4.5 Disciplinary issues**

If an employee's complaint relates to their dissatisfaction with a disciplinary, performance review or dismissal decision, they should not invoke the grievance procedure but should instead appeal against that decision in accordance with the appeal procedure with which they will have been provided.

In the event that the Company discovers a grievance previously raised by an employee is malicious, fabricated or falsified it reserves the right to take disciplinary action against this employee. Please note that this could result in their dismissal for gross misconduct.

## 5. 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.

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.

## 6. Monitoring arrangements

This policy will usually be reviewed every annually, but can be revised as needed from time-to-time.

These procedures have been agreed by the Propriety Board, who will approve them whenever reviewed.

## 7. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures
- Staff codes of conduct
- Complaints procedure, which sets out how grievances will be raised by those not employed by the school
- Staff capability policy



## Appendix 1: staff grievance notification form

Name:	School:
Post held:	Department:
Describe the nature of your grievance, including: <ul style="list-style-type: none"><li>• A full description of your grievance</li><li>• Relevant evidence, such as facts, dates and names of individuals involved</li></ul>	
Please state the following:	
The date on which you first raised your grievance, and with whom	
The action taken in respect of your grievance at the informal stage	
The outcomes you are seeking and the actions you would like taken to resolve the situation	
Whether you would like to explore a resolution through mediation	
Whether you would like accompaniment at a grievance meeting by a work colleague, trade union official, or trade union representative - and if so, their name and position	
Signed:	Dated: