



**St Edward's
School**

Unity - Achievement - Faith

Grievance Policy 2021-2024

Reviewed and Approved by the Pay Committee

On: 29th June 2021

Reviewed and Ratified at the St Edward's Full Governing Body

On: 15th July 2021

Next review date: Summer 2024

INTRODUCTION

The purpose of this procedure is to ensure that individual members of staff who feel aggrieved about the way they have been treated by the school are given every opportunity to have their grievances resolved in a confidential and fair manner. Grievances are concerns, problems or complaints that employees raise with their employers. This grievance procedure is intended to resolve such issues as quickly, fairly and consistently as possible. It is hoped that formal grievances can be avoided through effective communication and early discussion between employees and their immediate managers.

SCOPE

This procedure applies to all employees. Head teachers should raise any personal grievance directly with the Chair of Governors.

The procedure does not apply to the following matters for which an agreed alternative procedure exists. Please seek advice from Human Resources or your Trade Union on the proper procedure for:

- Salary Grading Reviews including Job Evaluation
- Disciplinary matters
- Selection for redundancy
- Dignity at work including sexual, racial, disability and any other form of harassment
- Matters arising out of a probationary review/NQT arrangements
- Tax or pension regulation matters
- Other matters covered by a collective agreement

INFORMAL PROCEDURE

If you are aggrieved on any matter you should discuss the problem initially with the person involved or your immediate manager in order to resolve the matter. The grievance procedure should only be invoked if the usual informal dialogue has not been successful in resolving the matter.

MEDIATION

Managers and employees are encouraged to consider mediation as early as possible in the process. Mediation can take place at either the informal or formal stages or following the completion of the procedure. Where mediation is considered appropriate, the formal procedure may be temporarily halted. The Borough of Poole has arranged for a number of suitable employees to be trained as internal mediators. HR can give advice to managers and employees about mediation arrangements.

FORMAL PROCEDURE

At both Stage One and Two of the formal procedure you can be accompanied by a "companion". A recognised companion may be a Trade Union representative or an employee of the School. For further information on companion rights please see the 'Right to a Companion' guidance, available either in the Schools HR Handbook or via the School Office.

STAGE 1: INVESTIGATION

If the matter has not been resolved informally, you should set out your concerns to your line manager (or your manager's line manager where this is not appropriate) using the Individual Grievance Form at appendix one. If you are a trade union member you are strongly advised to seek your representative's support when completing the form.

The appropriate manager will arrange a meeting with you and confirm the arrangements in writing. This meeting will normally take place within 10 working days of receipt of your written grievance.

The manager will listen to your grievance. He/she may be accompanied by a Human Resources Adviser.

In order to make a fully informed decision, the manager will also consider:

- Whether there is anyone else they need to speak to
- If they need any other information

Confidential notes of the meeting will be taken which will be shared with you and your companion. The decision of the manager will normally be confirmed in writing within 14 working days of the meeting.

STAGE 2: RIGHT OF APPEAL

If the matter is not resolved at Stage One, you can appeal to a more senior manager. You will need to write to the Chair of Governors within 10 working days of receipt of the outcome letter. You should explain why you want to appeal and which elements of your grievance you feel are unresolved.

The Chair of Governors will arrange for an appeal hearing to be convened and the arrangements will be confirmed in writing. This meeting will normally take place within 14 working days of receipt of your letter.

An appropriate senior manager or the head teacher will listen to your grievance and reasons for appeal. He/she may be accompanied by a Human Resources Adviser.

In order to make a fully informed decision, the senior manager or head teacher will also consider:

- Any information which was gathered at Stage One
- Whether there is anyone else they need to speak to
- If there is any other information they need

Confidential notes of the meeting will be taken which will be shared with you and your companion. Unless the matter constitutes a collective dispute the decision of the senior manager/head teacher will be final. It will be confirmed in writing within 14 working days of the meeting.

This is the final stage of the procedure for individual and group grievances.

COLLECTIVE DISPUTES

If an issue has significant wider implications for the School's or, in maintained schools the Borough of Poole's, employment policies and affects the whole workforce a Collective Dispute may be raised.

The following stages will apply:

For maintained schools

- Informal – the dispute will be referred to the Head of Human Resources who will seek to resolve the matter
- Formal – if the matter cannot be resolved informally a collective dispute may be referred to the Joint Information and Consultative Committee (JICC)

The advice of the Provincial Council Joint Secretaries may be sought at the request of either side.

For schools where they are the employer:

- The dispute will be referred to the Chair of Governors who will seek to resolve the matter and may refer to the schools own unions consultative committees

GROUP GRIEVANCES

A group grievance occurs when two or more individuals within a work group share the same grievance concerning a matter which is specific to that group. In such cases all employees who wish to be party to the group grievance must jointly sign one Individual Grievance Form.

OVERLAPPING GRIEVANCE AND DISCIPLINARY CASES

The ACAS Code of Practice on Disciplinary and Grievance Procedures (2015) gives advice about dealing with overlapping procedures.

Paragraph 44 states that where an employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance.

Consideration will be given to the case presented by the employee or their representative.

Where the disciplinary and grievance cases are related it may be appropriate to deal with both issues concurrently. For instance, in circumstances where an employee's grievance overlaps with the mitigation they may choose to present at a Disciplinary Hearing. In such cases the hearing officer will be in a position to give full consideration to the mitigation presented.

Decisions will be based on the particular circumstances of individual cases and should be considered on their own merits. Human Resources will provide advice and guidance.

MONITORING & REVIEW

The Governing Body is committed to regularly reviewing this policy and monitoring grievance complaints and to take preventative action if necessary.

APPENDIX ONE: INDIVIDUAL GRIEVANCE FORM

NAME
SCHOOL
Have you tried to resolve your grievance informally? Give brief details: If you have not tried to resolve your grievance informally, why is this? Give brief details:
Have you considered use of mediation:
Please specify your grievance:
<i>Please specify the remedy you are seeking:</i>
Further details (continue on a separate sheet if necessary):

Signed Date