

St Bede's School

Grievance Policy for

Employees of St Bede's School

1 Introduction

- 1.1 This grievance procedure is intended to provide the means by which an individual employee who has a grievance about his/her employment can seek to resolve it as swiftly and as close to the point of origin as possible.
- 1.2 Where the grievance cannot be resolved by the SMT, the procedure provides for a formal hearing involving the Directors/Proprietors.
- 1.3 A grievance is a complaint by an employee about any aspect of his/her employment, e.g. nature or range of duties, conditions of service, relationships with other staff.
- 1.4 The grievance must be one that lies within the powers of the management of the school to resolve, e.g. it cannot be about matters determined by national legislation.
- 1.5 A grievance is not available in addition to or in substitution for the right of hearing and appeal established under other staffing procedures.
- 1.6 Employees' grievances will be treated seriously and will be resolved as quickly as possible, and employees have the right to raise the grievance at a higher level.
- 1.7 In certain cases it may be necessary for information or advice to be sought from others outside the school and this may delay the timescale for resolution.
- 1.8 At any stage of the procedure the SMT and Directors/Proprietors may wish to refer to outside agency guidance to bring about a resolution outside of a formal hearing - such attempts are without prejudice to the position of both parties in the procedure.
- 1.9 At all stages staff involved are entitled to be accompanied by a professional 'friend' - during the formal procedures witnesses may be called and questioned by either side.
- 1.10 This policy should be read in conjunction with other appropriate policy documents including the Code of Conduct and Disciplinary procedures.

2 Stage 1 Procedure - Informal Consideration

- 2.1 Where the employee has a grievance which involves another member of staff, s/he should first of all seek to resolve it by a direct approach to the person(s) concerned.
- 2.2 If the matter cannot be resolved in this way the employee should then request an interview with a member of the SMT as appropriate.
- 2.3 Wherever possible, the interview should take place within one week of the request being made.
- 2.4 The SMT will arrange to investigate the grievance and seek to resolve it in consultation with any other member(s) of staff involved.
- 2.5 Where the grievance is against a member of the SMT or a Director/Proprietor the employee should discuss the matter with other members of the SMT before proceeding to stage 3.
- 2.6 Informal consideration by the Directors may precede a formal hearing.

3 Stage 2 Procedure - Formal Consideration by the SMT

- 3.1 Where the matter cannot be resolved by informal discussion, the employee will be requested to set out his/her grievance in writing and the matter will be further investigated by the Head (or a nominated senior member of staff).
- 3.2 If appropriate there may be formal interviews with any staff affected in order to reach a mutually agreed decision.
- 3.3 All parties will be given every opportunity to state his/her/ their case either orally or in writing.
- 3.4 By mutual agreement by all parties certain professional association/trades union may be consulted.
- 3.5 A decision will be given by or on behalf of the Head as soon as possible after receipt of the written grievance - this should be within one week, wherever practical to do so.

4 Stage 3 Procedure - Formal Hearing by Directors/Proprietors Panel

- 4.1 Where the outcome remains unacceptable to the employee, formal written notice of the grievance must be sent to the Directors/Proprietors, with a copy to the Headmaster and any other member(s) of staff directly concerned.
- 4.2 This letter should:
 - give full details of the grievance, together with any supporting documentation
 - give details of the steps already taken to resolve the issue
 - state the resolution that is being sought
- 4.3 The Directors will invite the Headmaster and any other member(s) of staff involved in the grievance to make a written response.
- 4.4 The hearing should take place as soon as possible after the written grievance and responses have been received but a minimum of one week's notice should be given to the parties concerned.
- 4.5 All documentation should be made available to the governors' panel in advance of their hearing.
- 4.6 The employee raising the grievance and any other member(s) of staff directly involved must also be provided with copies of all the documentation to be considered and they may attend the hearing and be accompanied and/or requested to attend.
- 4.7 The panel, in seeking to resolve the grievance, may adjourn the hearing or defer its decision if this is considered appropriate to promote conciliation or to obtain further information or guidance.
- 4.8 The decision of the panel will be confirmed in writing within five working days of the hearing taking place.