

# **Staff Grievance Policy**

**The Davenport School**



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# **The Davenport School**

## **Staff Grievance Policy**

### **1. Aims**

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

### **2. Legislation and Guidance**

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

### **3. Definitions**

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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**

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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 relates 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. Karen Dean is the Teacher in Charge at The Davenport School, Julie Bartlett is the Head of Education.

#### **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 five 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 panel will be made up of the Senior Area Manager within ECS, ECS Head of Education and The Teacher in Charge of The Davenport School, dependent on who has raised and the nature of the grievance.

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.

### **Deciding On Appropriate Action:**

The meeting will be adjourned, the grievance panel will reflect on the findings before coming to a decision. This decision will be communicated to the employee in writing within five working days, it 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 Gordon Shaw, Senior Area Manager. 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.

The outcome of the appeal will be confirmed in writing to the employee within five working days.

## **5. Record Keeping**

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Minutes will be kept of all meetings, where possible, these will be confirmed as an accurate reflection of what was discussed during the meeting. Minutes will be taken by an Independent Person, Jackie McPherson is the Head of Personnel for ECS, and will attend meetings taking minutes as required.

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 and our privacy notices.

## **6. Monitoring Arrangements**

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This policy will usually be reviewed every year, this can be revised as needed. It will be reviewed by Gordon Shaw.

This policy will be approved by the Proprietor of The Davenport School.

## **7. Links with Other Policies**

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This policy links with our policies on:

- Complaints Procedure
- Whistleblowing.