

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Grievance Policy



Rationale

This grievance procedure is intended to provide how any 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.

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. The grievance must be one that lies within the powers of the Senior Leadership Team at Build-a-Future to resolve, E.g. it cannot be about matters determined by national legislation. A grievance is not available in addition to or in substitution for the right of hearing an appeal established under other staffing procedures (e.g. disciplinary action).

Employees' grievances will be treated seriously and will be resolved as quickly as possible. Employees have the right to raise the grievance at a higher level.

In certain cases, it may be necessary for information or advice to be sought from others outside the organisation and this may delay the timescale for resolution. Such cases are without prejudice to the position of both parties in the procedure. 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.

Procedure.

Stage 1 Informal Consideration:

- Where the employee has a grievance, which involves another member of staff, s/he should first seek to resolve it by a direct approach to the person(s) concerned.
- If the matter cannot be resolved in this way the employee should then request an interview with the Headteacher.
- Wherever possible, the interview should take place within one week of the request being made. The Headteacher will arrange to investigate the grievance and seek to resolve it in consultation with any other member(s) of staff involved.

Stage 2: Consideration by the Headteacher/ SLT:

- 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 Headteacher/ SLT. If appropriate there may be formal interviews with any staff affected to reach a conclusion.
- All parties will be given the opportunity to state his/ her case either orally or in writing. By agreement professional association/trades union may be consulted.
- A decision will be given by or on behalf of the Manager as soon as possible after receipt of the written grievance. This should be within one week, wherever practical to do so.

Date: August 2018

Review Date: August 2020

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Company Reg N°: 4521396



Stage 3: Appeal:

- Any party to the grievance may appeal in writing to the Senior Leadership Team within one week of receiving written notification of the decision. The notice of appeal should set out the reasons, with a copy to the investigating manager and any other member(s) of staff concerned.
- The appeal hearing will be conducted by an external body whenever possible. All documents already submitted together with any further documentation shall be available for consideration. At least one week's notice of the arrangements for the appeal hearing will be given to all parties concerned.
- The appeal panel's decision will be confirmed in writing within five working days.
- This decision will be final.

Date: August 2018

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