

HOLY TRINITY SCHOOL SUNNINGDALE

Staff grievance policy

1. Purpose and scope

1.1 The Governing Body accept the principle that if individuals have a grievance relating to their employment, they have a right to express it. This includes allegations of acts or statements of discrimination by managers or employees which contravene legislation and policy on matters of equality.

1.2 The procedure does not apply to disciplinary or capability matters, for which separate procedures exist.

2. Employees covered by this procedure

2.1 This procedure is applicable to all employees at a school. If the aggrieved person is the Headteacher of the school, it would be appropriate to proceed direct to Stage 3 of the Procedure.

3. Principles

3.1 A grievance may be raised by an employee personally, or on behalf of the employee by a trade union representative, work colleague or some other person of their choice, by whom the employee may be accompanied at all stages of the procedure.

3.2 A grievance may not be progressed beyond Stage 1 without the exact nature of that grievance having been made clear to the supervisor or Headteacher referred to in Stages 1 and 2 by the aggrieved party or the representative.

3.3 If new complaints are registered at a later stage of the Procedure, these will be dealt with by referring those matters back to Stage 1.

3.4 Grievances can be best resolved by raising the issue informally and directly with the member of staff concerned. The use of the formal procedures should be used only where the informal approach is inappropriate or has been unsuccessful.

3.5 It is in the interests of all parties to resolve any grievance as speedily as possible. The time periods referred to in the procedure are maxima and every effort should be made to complete the processes as quickly as is practicable in the circumstances of the individual case.

4. Procedure

4.1 Where an employee wishes to raise an individual grievance with a view to achieving a satisfactory resolution of the problem, the following procedure will be used in sequence:

Stage 1: Referral to Supervisor

The employee should see the immediate supervisor as that is the person who, in most cases, can best respond to the grievance. The aggrieved party should make it clear that the matter is being raised as a grievance under this formal procedure.

Where the matter relates to a problem outside the immediate control of the supervisor (for example, a pay issue or a problem in relation to the working environment), the supervisor will raise the problem with an appropriate manager within the Department concerned through the Headteacher of the school.

A reply will be given as soon as possible and in any case within ten working days.

Stage 2: Referral to Headteacher

If the grievance is directly related to the employee's immediate supervisor and it is not possible to resolve the grievance by discussion with the supervisor, it will be appropriate to register the grievance at Stage 2.

If an individual is dissatisfied with the outcome of Stage 1 and it appears that further discussions with the supervisor would not be likely to resolve the matter, the employee may invoke Stage 2 within 10 working days.

At this stage, the grievance should be registered in writing with the Headteacher who, taking advice as appropriate, will attempt to resolve the grievance. If the issues cannot be resolved, the Headteacher will invite and assist the parties to the grievance to prepare a mutually acceptable statement of facts.

Stage 3: Referral to Governing Body

Where it has been necessary to draw up a joint statement of facts and the individual remains aggrieved, the employee may write to the clerk to the governors within 10 working days of receiving the agreed joint statement, confirming that the grievance remains unresolved either in full or in part, and setting out the way in which, in the employee's view, the grievance could be resolved in a reasonable manner.

A meeting of the governing body or its grievance panel will be arranged within 10 working days to discuss the grievance with the relevant parties, having regard to the joint statement of facts drawn up under Stage 2. No new material may be introduced by either side at this stage. However, the governing body or grievance panel may suggest a different approach or have regard to other material facts not raised by the parties in an effort to resolve the problem. The decision of the governing body or grievance panel will be notified to the employee within 10 working days of the meeting.

The decision of the governing body or its grievance panel will be final on all matters including questions of grading.

Agreed by FGB March 2009

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