



HILBRE HIGH SCHOOL HUMANITIES COLLEGE

GRIEVANCE POLICY

Author:
Name of Committee approved:
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Date to be reviewed:

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Full
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1. PRINCIPLES

It is the policy of the school to ensure that all employees have access to a procedure to help deal with any grievances relating to their employment fairly and without unreasonable delay. The school aims to investigate any formal grievance raised, hold a meeting to discuss it with the employee, inform them in writing of the outcome, and give a right of appeal if they are not satisfied.

2. SCOPE

This procedure **cannot** be used to:

- complain about the use of any other procedure or process (eg. disciplinary, capability, etc.) in relation to the employee whilst that procedure is being followed;
- appeal against any formal or informal disciplinary sanction;
- appeal against any decision to terminate an employee's employment whether on grounds of ill-health, incapacity, redundancy, poor performance or other grounds;
- appeal against selection for redundancy;
- complain about any matter that forms a collective grievance where the appropriate mechanism is for representations to be made by the appropriate trade union representatives;
- complain about any matter which is properly the subject of a statutory consultation process;
- complain about matters which have been or should have brought under the school's Whistleblowing policy; or
- complain about matters which are more than three months old (though this shall not prevent an employee referring to matters more than three months old in relation to a grievance which is otherwise live).

The primary purpose of this procedure is to resolve current grievances. The primary purpose is not, therefore, to make findings of fact on historical matters (though this may be required in resolving some grievances).

The school shall not normally seek to resolve grievances raised after an employee has ceased to be an employee, under this procedure.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

3. PROCEDURAL STAGES

Stage One (informal)

- (a) If you have a grievance you should first raise it verbally with your Line Manager and the matter will be discussed with you informally.
- (b) Most grievances should be resolved at this level
- (c) If the grievance is not resolved or if you consider that you have not been fairly treated, you may raise a formal grievance as set out at Stage Two below.

Stage Two (formal)

- (a) If the grievance is not satisfactorily resolved, you may refer the matter to the Headteacher in writing. The Headteacher will appoint a suitable Grievance Manager to deal with the grievance.

- (b) The grounds of the grievance must be set out in writing.
- (c) The Grievance Manager will arrange to meet with the employee as soon as possible to discuss the grievance and the steps needed to investigate the concerns raised. Some investigation may have already been carried out by the Grievance Manager in preparation for the Grievance meeting.
- (d) The outcome of that Hearing will be communicated to you in writing normally within a period of 14 calendar days depending on the complexity of the matter.

Stage Three (appeal)

- (a) If you remain dissatisfied, you may appeal the decision of the Grievance Hearing.
- (b) Any appeal must be in writing and made initially to the Headteacher within 7 calendar days of the decision of the Grievance Hearing. The Headteacher will appoint a suitable Grievance Appeal Officer to consider the appeal.
- (c) The reasons for the appeal must be set out in writing at the time the appeal is lodged.
- (d) You will then be invited to attend a Grievance Appeal Hearing at which your appeal will be considered.
- (e) The outcome of the Appeal will be communicated to you in writing normally within a period of 14 calendar days depending on the complexity of the matter.
- (f) There is no further right of appeal.

Right to be represented

- (a) At each Hearing, you have the right to be accompanied by a work colleague or a suitably authorised Trade Union Representative of your choice.