



# HILBRE HIGH SCHOOL HUMANITIES COLLEGE

## GRIEVANCE POLICY

Author:  
Name of Committee approved:  
Date ratified at Full Governors:  
Date to be reviewed:

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Full  
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## **1. 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 within 7 calendar days or if you consider that you have not been fairly treated, you may raise a formal grievance as set out at Stage Two below.
- (d) Any grievance you wish to raise should be done so without delay and normally within 3 calendar days of the grievance arising. The longer an employee leaves a grievance the more difficult it is for the school to investigate and deal with it.

### **Stage Two (formal)**

- (a) If the grievance is not satisfactorily resolved, you may refer the matter to the Headteacher in writing. The Headteacher will decide who will deal with the grievance.
- (b) The grounds of the grievance must be set out in writing.
- (c) When the grounds have been established an investigation will take place.
- (d) You will then be invited to attend a Grievance Hearing where the matter will be considered in detail.
- (e) 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 decide who will deal with 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.
- (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.

## **2. 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.