

# The Constance Bridgeman Centre

Knowledge, Understanding, Opportunity

**Grievance procedure policy 2022**

## **Grievance Policy Review**

This policy was reviewed and adopted at the management committee meeting on 29<sup>th</sup> November 2022

This policy is due for review in September 2024

Signature: *Tony Clayton*

Date 29/11/22

Headteacher

Signature: *Martin Sachs*

Date 29/11/22

Chair of Management Committee

## **GRIEVANCE POLICY DOCUMENT**

### **Introduction**

The success of the Constance Bridgeman Centre depends upon the support and efforts of the staff. Any problems or difficulties encountered by the staff whilst at work must be dealt with as speedily and informally as possible in order to ensure and promote success. A common – sense approach to solving problems will be adopted. However it may be necessary in some circumstances to take more formal measures. This policy document sets out the procedure to be followed on these occasions. Once this procedure has begun the conclusions reached at the final formal stage will be accepted. This policy applies to all members of Centre staff, and is intended to cover all matters relating to staff at work with the exception of -:

- . Disciplinary and performance matters
- . Appraisal
- . Collective disputes

### **INFORMAL STAGES**

1. The member of staff should discuss the problem with the person involved if the problem relates to a colleague or to the Head of Centre. Often problems can be resolved at an early stage by discussing them calmly and openly in order to diffuse any escalation.
2. If the problem is with a colleague and the member of staff does not feel such informal discussion has proved positive in resolving the matter then it may be taken to the Head of Centre.
3. The member of staff may also feel the need to seek informal advice from whichever source might be considered appropriate in order to improve the situation.

**Every effort should be made by staff to resolve difficulties at this stage. The formal stages which follow should be regarded as a last resort.**

### **FORMAL STAGE 1**

1. If informal discussion has failed to resolve a difficulty then the member of staff should request a formal meeting with the Head of Centre. This request must be in writing and must detail the grievance.
2. On receipt of a formal grievance the Head of Centre will arrange a meeting at a mutually convenient time within FIVE working days. At this meeting the member of staff may be accompanied by a

representative of a trade union or professional association. A record of the meeting should be taken by Head of Centre.

3. Further consideration or investigation is likely as a result of this initial meeting.
4. The conclusion reached should be confirmed in writing and distributed to all those present at the meeting within FIVE working days.

## **FORMAL STAGE 2**

1. Should a member of staff remain aggrieved following completion of the formal first stage the matter may be taken further. He/she should write to the Headteacher, New Rush Hall School requesting their involvement. This request should be made within FIVE working days of receiving a reply under stage 1.
2. Meetings will be arranged within FIVE working days of receipt of this letter in order to discuss the grievance with the member of staff involved and the Head of Centre in order to identify grounds for resolving the difficulty. Both the member of staff and the Head of Centre may be accompanied to the meeting by a trade union or professional association representative. The Headteacher should keep a record of all the meetings.
3. Further consideration or investigation is likely as a result of this initial meeting.
4. The conclusion should be given in writing to all involved in these meetings within TEN working days of the final meeting.

## **FORMAL STAGE 3**

Should the member of the staff remain aggrieved then the matter can be referred to the LEA Education Department whereupon the procedure will be the same as for formal stage 2.

## **NOTES**

On occasion in order to allow additional time to seek advice or carry out an investigation it may be necessary to modify the time limits as set out in this document.