

The Llewellyn School and Nursery

STAFF GRIEVANCE

HEAD TEACHER: SARA LLEWELLYN

DATE AGREED: 31st JANAURY 2019

DATE OF NEXT REVIEW: 30th JANAURY 2020

**ALL, STAFF HAVE ACCESS TO THIS POLICY AND
SIGN TO THE EFFECT THAT THEY HAVE READ AND
UNDERSTOOD ITS CONTENT**

The Llewellyn School and Nursery

Staff Grievance Procedure

Employees at The Llewellyn School and Nursery are encouraged to communicate and air problems and questions during the course of their employment to resolve any issues quickly and to the satisfaction of all concerned. However, the school recognises that from time to time employees may wish to seek redress for grievances relating to their employment or against colleagues.

Informal Procedure

- An employee with a grievance should raise the concern with the Headteacher.
- Headteacher should record the outcome and any action taken

Formal Procedure

- If informal discussions do not resolve the issue, the employee must send details of the grievance to the Headteacher using the form Appendix A. It is important that all parts of the form are properly completed and that all the facts are made known at the outset.
- If the grievance involves another employee, details of the grievance as provided on the form will be given to the individual concerned
- Where the grievance relates to the Headteacher, the form will be forwarded to the Chair of Governors
- In some cases, it may be necessary for the Headteacher (Michelle Palmer Chair of Governors) to instigate an investigation into the circumstances or grievance.

Grievance Meeting

- A meeting will be convened and the employee will be notified in writing of the date and time of the meeting normally within five days of receiving the form from the employee. If this is not possible the employee will be informed and be given a time frame.
- The employee has a right to be accompanied by a person of their choice
- Notes will be taken at the meeting by an employee not connected to the grievance
- The meeting is an opportunity for the employee to explain their grievance and how they think it should be resolved. The meeting can be adjourned if further investigation is deemed necessary
- Witnesses and/or person against whom the grievance has been raised may be invited to attend the meeting if this is deemed helpful by the school in resolving the grievance
- Where possible, the decision and any actions to be taken to resolve the grievance will be announced at the conclusion of the meeting. The decision will be communicated in writing to the employee (and any other party involved) within five working days.

The policy was adopted by: The Llewellyn School and Nursery	Date: 01 st January 2016
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Reviewed On: 31 st January 2019	Signed: S J Llewellyn
To be reviewed: 30 th January 2020	