



PROSPECT HOUSE SCHOOL

PROSPECT HOUSE GRIEVANCE PROCEDURE

Introduction

It is the school's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve the grievance as quickly and as fairly as possible.

Informal discussions

If you have a grievance about your employment, you should discuss it informally with your immediate supervisor or, if you report directly to the person against whom you wish to raise a grievance, the head. The school hopes that the majority of concerns will be resolved by this means.

Stage 1 – presenting a written grievance

If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to the head. The head or the deputy head will investigate your grievance by speaking to all the people involved, taking all relevant implications into consideration.

Stage 2 – meeting to discuss your grievance

The head will invite you to attend a meeting to discuss the grievance. The meeting will not take place unless:

- i) when you made the statement under Stage 1 you informed the head what was the basis for the grievance; and
- ii) the head has had a reasonable opportunity to consider their response to that information.

You must take all reasonable steps to attend the meeting with the head. You may if you wish be represented or accompanied at this meeting by another employee of the school or by a union official of your choice who may advise you and make a statement to the meeting.

Stage 3 – decision

After the meeting, the head will inform you of their decision as their response to the grievance and notify you of your right of appeal against the decision if you are not satisfied with it.

Stage 4 - appeal

If you wish to appeal, you must inform the school, within five staff days of notification of the decision, by writing to the chair of the governors stating why you wish to appeal against the head's decision. At the same time as you write to the chair, you must send or give the head a copy of your letter to the chair.

The chair of the governors will either investigate your appeal themselves or ask another governor or the head of one of the other schools in Dukes Education to investigate your appeal, calling for copies of all relevant documents if appropriate. As a part of that process, you will be invited by the investigator to attend a further meeting.

You must take all reasonable steps to attend the meeting.

You may if you wish be represented or accompanied at this meeting by another employee of the school or by a union official as in Stage 2 above.

After the appeal meeting, the governor who held the appeal will inform you of their decision.

You should note that, in certain circumstances, failure to present a written grievance in accordance with legal requirements may affect your ability to present a claim to the Employment Tribunals.

So far as reasonably practical, all grievance proceedings and records will be kept confidential by the school.

