



Grievance Policy and Procedure

1 Terms of Reference

- 1.1 For all employees employed by the Board of Governors of The King's (The Cathedral) School, Peterborough.
- 1.2 Definitions:
"Headteacher" also refers to any other title used to identify the Headteacher, where appropriate, or other senior manager delegated to deal with the matter by the Headteacher.
"Companion" refers to a person chosen by the employee to accompany him/her, who shall be a trade union official or a workplace colleague.

2 General Principles

- 2.1 The aim of this Grievance Procedure is to enable any employee to have his/her grievance heard and to seek redress as appropriate. The intention is that grievances should be settled quickly and fairly and should be first dealt with as close to the source as possible.
- 2.2 The procedure applies to all employees at The King's (The Cathedral) School including the Headteacher and members of the leadership team, full and part-time, permanent and temporary employees. If it is the Headteacher who has a grievance then the Chair of Governors is the person to whom the Headteacher refers to as his/her immediate line manager at Stage 2. If the Headteacher's grievance is not resolved at that stage, the matter should be referred to Stage 3, the Appeal Committee of the Board of Governors.
- 2.3 If individual governors are the subject of the grievance, such person(s) shall not sit with the Appeal Committee but may attend the Governors' hearing to present his/her case.
- 2.4 A grievance is a complaint by an employee about any aspect of his/her employment such as:
 - a) terms and conditions of employment;
 - b) health and safety;
 - c) work relations;
 - d) bullying and harassment; (except where dealt with under the Bullying and Harassment Procedure)
 - e) new working practices;
 - f) working environment;
 - g) discrimination
 - h) pay (except where dealt with under the Pay Policy)
- 2.5 Complaints that you may have about any disciplinary action taken against you should be dealt with as an appeal under the disciplinary procedure. Grievances raised while you are subject to disciplinary proceedings will usually be heard only when the disciplinary process has been completed. Insofar as a grievance has any bearing on the disciplinary proceedings, it can be raised as a relevant issue in the course of those proceedings.
- 2.6 Those responsible for dealing with employees' grievances will treat them seriously and attempt to resolve them as quickly as possible.
- 2.7 At any stage of the procedure the Headteacher and/or Governors may wish to refer to an adviser external to the school for guidance to bring about an informal resolution of the grievance acceptable to both sides outside of the formal hearing within the Grievance Procedure. Any such a resolution would be agreed between both parties in the procedure.

3. Stages of the Grievance Procedure

3.1 Stage 1: Raising Grievances Informally

The employee should raise the grievance with the person causing the grievance in the first instance. If the grievance cannot be resolved directly, or the employee feels unable to raise it directly then the employee should personally present the grievance, either orally or in writing, to his/her immediate line manager. The line manager should meet with the employee as soon as possible and after any necessary investigation give a response without undue delay. If the employee's grievance is against the line manager personally, or If the immediate line manager is the Headteacher the grievance may be referred direct to Stage 2.

3.2 Stage 2: Formal Grievance Hearing

If the employee is not satisfied with the reply by his/her line manager, the employee should submit the grievance in writing, indicating that it is a formal grievance, to the Headteacher. The written grievance should contain a brief description of the nature of the complaint, including any relevant facts, dates and names of individuals involved.

3.3 The Headteacher will normally meet the employee to hear the grievance and reply as soon as possible, within two calendar weeks, even if it is only an interim reply pending further investigation. At this stage, the employee may be accompanied by a "companion" (see terms of reference) at any formal meeting to discuss the grievance.

3.4 The Headteacher may be accompanied by another employee, or the school's Personnel Adviser. If it is necessary for the Headteacher to attempt conciliation between two or more employees at this stage, each employee may be accompanied by a "companion" at any meeting called by the Head. If the Headteacher is unable to resolve the grievance and/or the employee raising the grievance is not satisfied with the outcome then the employee may appeal to the Appeal Committee of the governors at stage 3.

3.5 Where the grievance is against the Headteacher Stage 2 shall be heard by a committee of governors in accordance with paragraphs 3.2 and 3.3 above.

3.6 Stage 3: Formal Appeal Hearing

If the employee is not satisfied with the outcome of stage 2 they have the right to appeal.

Appeals should be made in writing to the manager who conducted the initial grievance hearing and should clearly state the grounds for appeal, i.e. the basis on which the result of the grievance was wrong or that the action taken as a result was inappropriate. This should be done within seven working days of the written notification of the outcome of the grievance.

An Appeal Committee of 3 governors shall be convened by the Clerk to Governors. The Appeal Committee may have an adviser(s) to attend it at its meeting who may also be involved in its private deliberations. The adviser(s), who should not have had any previous involvement in dealing with the grievance, shall not have a vote in the decision of the Appeal Committee. The Appeal Committee shall decide the procedure by which it will hear the grievance which will allow all parties to present their cases. The Appeal Committee shall advise all parties, prior to the start of the hearing, of the procedure it intends to follow.

The result will be notified to you in writing within seven working days, wherever possible. The Appeal Committee's decision is final.