



LATCHMERE
ACADEMY TRUST

Grievance Procedure

Changes:

Substitute "headteacher" for "executive headteacher" where appropriate

Add the note: "reference to the headteacher may include a member of the Senior Leadership Team (Head of School) if they have been given delegated responsibility".

Approved by: LAT Trustees

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**LATCHMERE ACADEMY TRUST
GRIEVANCE PROCEDURE**

1.	Policy statement	1
2.	Who is covered by the procedure?.....	1
3.	Using this procedure	1
4.	Raising grievances informally	2
5.	Formal written grievances	2
6.	Investigations.....	2
7.	Right to be accompanied	2
8.	Grievance meetings	3
9.	Appeals.....	3

1. POLICY STATEMENT

- 1.1 It is our policy to ensure that all employees have access to a procedure to help deal with any grievances relating to their employment fairly and without unreasonable delay. We aim to investigate any formal grievance you raise, hold a meeting to discuss it with you, inform you in writing of the outcome, and give you a right of appeal if you are not satisfied.
- 1.2 Issues that may cause grievances include:
- (a) terms and conditions of employment;
 - (b) health and safety;
 - (c) work relations;
 - (d) bullying and harassment;
 - (e) new working practices;
 - (f) working environment;
 - (g) organisational change; and
 - (h) discrimination.
- 1.3 This procedure does not form part of any employee's contract of employment. It may be amended at any time and we may depart from it depending on the circumstances of any case.

2. WHO IS COVERED BY THE PROCEDURE?

This procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

3. USING THIS PROCEDURE

- 3.1 If you have difficulty at any stage of the Grievance Procedure because of a disability or because English is not your first language, you should discuss the situation with the headteacher* as soon as possible.

** reference to the Headteacher may include a member of the Senior Leadership Team (Head of School) if they have been given delegated responsibility*

- 3.2 This Grievance Procedure should not be used to complain about dismissal or disciplinary action. If you are dissatisfied with any disciplinary action, you should submit an appeal under the appropriate procedure which is available from the Trust.
- 3.3 We operate a separate Whistleblowing Policy to enable employees to report illegal activities, wrongdoing or malpractice. However, where you are directly affected by the matter in question, or where you feel you have been victimised for an act of whistleblowing, you may raise the matter under this Grievance Procedure.
- 3.4 This procedure does not apply to grievances concerning two or more employees (collective grievances) raised by a representative of a Trade Union or Professional Association. These will be dealt with as appropriate to the facts of the case.
- 3.5 Written grievances will be placed on your personnel file along with a record of any decisions taken and any notes or other documents compiled during the grievance process.

4. RAISING GRIEVANCES INFORMALLY

Most grievances can be resolved quickly and informally through discussion with your line manager. If you feel unable to speak to your manager, for example, because the complaint concerns him or her, then you should speak informally to the headteacher. If the grievance is about the headteacher then you should speak to [NAME] to the Chair of Governors of your school. If this does not resolve the issue, you should follow the formal procedure below.

Commented [BN1]: This paragraph is fine. The only thing you may want to consider adding in here is if the grievance is against the Headteacher then they should speak to Chair of Governors/Board

5. FORMAL WRITTEN GRIEVANCES

5.1 If your grievance cannot be resolved informally you should put it in writing and submit it to the headteacher, indicating that it is a formal grievance. If the grievance concerns the headteacher then you may submit it to [NAME] the Chair of Governors of your school instead.

Commented [BN2]: Similar to the point above

5.2 The written grievance should contain a brief description of the nature of your complaint, including any relevant facts, dates, and names of individuals involved. In some ~~situations~~ situations, we may need to ask you to provide further information.

6. INVESTIGATIONS

6.1 In some cases it may be necessary for us to carry out an investigation into your grievance. The amount of any investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents. The investigation will be carried out by a senior manager or someone else appointed by us.

6.2 You must co-operate fully and promptly in any investigation. This may include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending interviews, as part of our investigation.

6.3 We may initiate an investigation before holding a grievance meeting where we consider this appropriate. In other cases we may hold a grievance meeting before deciding what investigation (if any) to carry out. In those cases we will hold a further grievance meeting with you after our investigation and before we reach a decision.

7. RIGHT TO BE ACCOMPANIED

7.1 You may bring a companion to any grievance meeting or appeal meeting under this procedure. The companion may be either a trade union representative or a work colleague. You must tell the person holding the grievance meeting who your chosen companion is, in good time before the meeting.

7.2 At the meeting, your companion may make representations to us and ask questions, but should not answer questions on your behalf. You may talk privately with them at any time during the meeting.

7.3 Acting as a companion is voluntary and your colleagues are under no obligation to do so. If they agree to do so they will be allowed reasonable time off from duties without loss of pay to act as a companion.

- 7.4 If your choice of companion is unreasonable we may ask you to choose someone else, for example:
- (a) if in our opinion your companion may have a conflict of interest or may prejudice the meeting; or
 - (b) if your companion is unavailable at the time a meeting is scheduled and will not be available for more than five working days afterwards.
- 7.5 We may, at our discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of your family) if this will help overcome a disability, or if you have difficulty understanding English.

8. GRIEVANCE MEETINGS

- 8.1 We will arrange a grievance meeting, normally within ~~10 working days~~ one week of receiving your written grievance.
- 8.2 You and your companion (if any) should make every effort to attend grievance meetings. If you or your companion cannot attend at the time specified, you should inform us immediately and we will try, within reason, to agree an alternative time.
- 8.3 The purpose of a grievance meeting is to enable you to explain your grievance and how you think it should be resolved, and to assist us to reach a decision based on the available evidence and the representations you have made.
- 8.4 After an initial grievance meeting we may carry out further investigations and hold further grievance meetings as we consider appropriate. Such meetings will be arranged without unreasonable delay.
- 8.5 We will write to you, usually within one week of the final grievance meeting, to inform you of the outcome of your grievance and any further action that we intend to take to resolve the grievance. We will also remind you of your right of appeal. Where appropriate we may hold a meeting to give you this information in person.

9. APPEALS

- 9.1 If the grievance has not been resolved to your satisfaction you may appeal in writing to the headteacher, stating your full grounds of appeal, within one week of the date on which the decision was sent or given to you.
- 9.2 We will hold an appeal meeting, normally within ~~10 working days~~ one week of receiving your written appeal. This will be dealt with impartially by a senior manager, Governor or Trustee, who has not previously been involved in the case (although they may ask anyone previously involved to be present). You have a right to bring a companion to the meeting (see paragraph 7).
- 9.3 We will confirm our final decision in writing, usually within one week of the appeal hearing. This is the end of the procedure and there is no further appeal.

Commented [BN3]: Should be one week – so consider amending

Commented [BN4]: Should be one week as above comment – so will need to amend