



The Athelstan Trust

Grievance Procedure

Grievance procedure

Introduction

- 1 **Introduction:** If you have any grievance relating to any aspect of your employment, including any complaint about action which the Academy has taken or is contemplating taking you should endeavour to have it settled in accordance with this procedure. This procedure is not appropriate for disciplinary or capability matters. The appropriate procedures for these matters are contained elsewhere within the Employment Manual.
- 2 **Flexibility:** The Academy will usually follow this procedure in the event that you raise a grievance. However, there may be occasions depending on the circumstances of each case when the Academy considers it appropriate to change or omit parts of the procedure.
- 3 **Amendments:** If the Trust amends this procedure from time to time, you will be given advance notice of the amendments.
- 4 **Timescale:** All steps under this grievance procedure should be taken without unreasonable delay.

The procedure

- 5 **Raising your grievance:** Problems relating to your employment should be resolved fairly, promptly and as near as possible to the point of origin i.e. between the persons involved. Therefore, in the first instance you should raise the grievance orally and informally with any other person involved.
- 6 **Formal grievance:** If it is not appropriate to raise your grievance orally and informally or this does not resolve your grievance, you should set out your formal grievance in writing and pass it to your Head of Department or line manager. If your grievance concerns your Head of Department or line manager, you should submit your formal grievance to the Headteacher. If your grievance concerns the Headteacher, you should submit your formal grievance to the Chief Executive Officer. If your grievance concerns the Chief Executive Officer, you should submit your formal grievance to the Chair of the Board of Trustees.
- 7 **Investigating your grievance:** Your Head of Department or line manager will investigate your grievance. Where this is not appropriate, another member of senior staff will be appointed.
- 8 **Grievance meeting:** Once your Head of Department or line manager has had a reasonable opportunity to consider a response to the information given regarding your formal grievance, you will be invited to a meeting to discuss the matter. You will be informed in advance in writing of the timing and location of the meeting. You must take all reasonable steps to attend the meeting. You will be given the opportunity to explain your case. Your Head of Department or line manager may ask the other people involved to attend the meeting with a view to obtaining a resolution. Following the meeting your Head of Department or line manager will inform you in writing of his decision in relation to your grievance and of your right of appeal.
- 9 **Right to be accompanied:** You may be accompanied to the meeting held to discuss your grievance by a colleague or trade union official.
- 10 **Outcome of grievance:** You should be prepared to discuss your desired grievance outcome.



The Athelstan Trust

Grievance Procedure

Appeal

- 11 **Initiating an appeal:** If you are dissatisfied with the decision made concerning your formal grievance, you may appeal the decision by notifying your Head of Department or line manager in writing within five working days giving full details of why you wish to appeal. If you need more time, you should notify your Head of Department or line manager within the five day period. The Headteacher will normally hear your appeal. However, if the Headteacher holds the grievance meeting at paragraph 7 above, or your grievance concerns the Headteacher, the Chief Executive Officer (or a person appointed by him or her) shall hear your appeal.
- 12 **Appeal procedure:** The Headteacher, or person nominated by him or her, shall investigate your appeal. He or she may call for copies of all relevant documents. The Headteacher will invite you to attend a further meeting to discuss your appeal and will inform you in reasonable time of the timing and the location of the meeting. You must take all reasonable steps to attend the meeting.
- 13 **The appeal decision:** The Headteacher's decision shall be final and shall be confirmed to you in writing as soon as reasonably practicable.
- 14 **Right to be accompanied:** You may be accompanied to the appeal meeting by a colleague or trade union official.

Grievances following the termination of your employment

- 15 **Procedure:** If a grievance is raised by you following termination of your employment, if appropriate the Academy may follow all or part of this procedure at its discretion.