



The Athelstan Trust

Grievance Procedure

Date of Review	Approved by	Date of Approval	Next Review Date	Website
May 2023, Mar 25	Board Staffing Committee	27 th March 2025	Mar 28	Y

Grievance procedure

Introduction

- 1 Introduction:** If you have any grievance relating to any aspect of your employment, including any complaint about action which the school, one of its employees or one of its contractors 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 Trust 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 school 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, wherever possible, you should discuss the grievance orally informally with any other person involved: this may be another employees(s) or a contractor(s) working at the school.
- 6 Formal grievance:** If it is not appropriate to raise your grievance 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 or, for Central Team Staff, the CEO. 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. In the role of CEO, if your Grievance concerns the Chair of the Board of Trustees, you should submit your formal grievance to the Chair of Members.
- 7 Investigating your grievance:** 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. Your Head of Department or line manager will investigate your grievance. Where this is not appropriate, another member of senior staff or other appropriate investigator will be appointed.



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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.

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.

- 8 **Grievance meeting:** 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. 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.

You will be informed in advance in writing of the timing and location of 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 final grievance meeting your Head of Department or line manager will inform you in writing of their 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. 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.

- 10 **Outcome of grievance:** You should be prepared to discuss your desired grievance outcome.

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 8 above, or your grievance concerns the Headteacher, the Chief Executive Officer (or a person appointed by him or her) shall hear your appeal. For Central Team employees where the Grievance has been submitted to the CEO, the appeal will be heard by the Chair of Trustees. For the CEO, where the Grievance has been submitted to the Chair of Trustees, the appeal will be heard by the Chair of Members. Where the grievance has already been submitted to the Chair of Members, the appeal will be heard by a panel of at least 2 other Members who have not been involved in the grievance process.
- 12 **Appeal procedure:** The person hearing your appeal 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. Where further investigation is necessary, arrangements will be made by the person hearing your appeal to gather this information. This may take place prior to the meeting, or the meeting may be adjourned to gather further information where necessary.
- 13 **The appeal decision:** The Appeal's decision shall be final and shall be confirmed to you in writing as soon as reasonably practicable.



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- 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 Trust may follow all or part of this procedure at its discretion.