



**Education
Partnership
Trust**

Creating outstanding schools
which transform learning, lives
and communities

GRIEVANCE POLICY



DOCUMENT CONTROL

This document has been approved for operation within:	Burnley High School/Atherton High School
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Principles

Our policy is to encourage communication and to ensure that questions and problems arising during the course of employment can be aired and, where possible, resolved quickly and to the satisfaction of all concerned. We recognise that there may be occasions when an employee has a grievance about their employment and the following procedure can be used to resolve grievances as quickly and fairly as possible.

This procedure applies to all employees, but does not confer any contractual rights. Any employee pursuing a grievance should continue to work normally while the grievance is being investigated. Generally, the status quo will be maintained during this investigation, unless doing so could result in serious problems for the employee or the Trust.

If your grievance relates to ongoing disciplinary action, a disciplinary penalty or dismissal, it should be raised during the disciplinary procedure. If it is felt that the disciplinary action amounts to discrimination employees are encouraged to raise this through the disciplinary process. However, where it is felt that this has not been responded to appropriately then an employee may raise a grievance through this procedure. Where a grievance is raised which is separate to any grounds cited in disciplinary proceedings the normal grievance procedure will be followed.

You may be accompanied or represented by a fellow employee or a trade union official at any stage of the procedure.

Where a grievance is against your line manager, the matter should be raised with the next manager above that person. Where the grievance is against the Headteacher it should be raised with a Director or CEO. In any collective disputes or grievances, a spokesperson should be appointed to represent the group of employees affected.

Procedure

Stage 1 Any grievance should be raised informally with your line manager unless your grievance is against them when it should be raised with their line manager. Your line manager should normally respond in writing within five working days. This informal resolution stage does not form part of the formal grievance procedure.

Stage 2 If the matter is not resolved at stage one or within five working days, or if you wish to raise a formal grievance, you should refer the grievance in writing to your line manager or (where stage one has been unsuccessful or you consider it inappropriate to write to your line manager) the next manager above that person or the HR Manager, who will arrange a meeting to consider it. This meeting will normally take place

within five working days of your request, although a longer period may be necessary in certain cases. You must make every effort to attend this meeting. At the meeting, you will be allowed to explain your grievance and how you think it should be resolved. Consideration will be given to adjourning the meeting for any investigation that may be necessary.

After the meeting, you will be informed of the result in writing including (where appropriate) what action the Trust intends to take to resolve the grievance. You will be notified of your right to appeal if you are not satisfied with the decision.

Appeals

If you wish to appeal you must request this in writing initially to the Chair of Governors at your school or the CEO within five working days of receiving the written outcome of the grievance. Any notice of appeal should set out your reasons for challenging the decision.



The meeting will normally take place within two weeks of receipt of your written appeal.

Unless there are exceptional circumstances, such as an appeal which reveals a need for further extensive investigations, you will be informed, in writing, of the decision of the appeal hearing within five working days of the meeting. This written decision is final and no further appeal may be made.