

# Pass Move Grin

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## Education

### Grievance policy

#### **Aims**

This policy aims to enable employees at Pass Move Grin Education to raise concerns about workplace issues without fear of victimisation and repercussion. Pass Move Grin Education aims to ensure all grievances are dealt with fairly, fully and objectively. This

#### **Legislation and guidance**

We are required to set out grievance procedures under general employment law.

These grievance procedures are based on the Acas Code of Practice On disciplinary and grievance procedures.

#### **Definitions and scope**

A grievance is a concern, problem or complaint raised with the school by an employee. It can be caused by issues such as working conditions, health and safety concerns, bullying, discrimination or working relationships.

#### **Roles and responsibilities**

Being internal matters, grievances may involve a number of people in the school. There is an emphasis on dealing informally with grievances, and so it is not practicable to prescribe specific roles.

### **The line manager**

Provided they are not the subject of the grievance, Pass Move Grin's Educational lead will be the first point of contact for the employee raising a grievance. If the grievance is about the educational lead then the employee will raise the grievance with their line manager's manager (Company director -Wesleigh Burke).

### **The headteacher or a senior leader**

Provided they are not the subject of the grievance, the headteacher or a nominated member of the senior leadership team (SLT) will consider the grievance at the formal stage.

### **Grievance procedures**

We are committed to dealing with grievances fairly and objectively. Employees will be protected from discrimination or victimisation after raising a work-related grievance.

#### **Informal stage**

In the first instance, an employee will aim to resolve their grievance informally with their line manager. If the employee's concerns relate to their line manager, they should discuss the issue with the line manager's manager. It may be necessary for the employee who has raised a grievance to attend a meeting to discuss the concerns in more detail. However, this will be determined on a case-by-case basis.

It's anticipated that a number of grievances will be resolved at this informal stage with no need to progress matters further. However, if the matter has not been resolved at the informal stage, it may then proceed to the formal stage of the procedure.

#### **Formal stage**

If it is not possible to resolve the matter informally, employees should set out their grievance in writing to their line manager. If the subject of the grievance is their line

manager, the employee should submit the written grievance to an alternative, preferably senior, manager.

Upon receipt of a grievance, the headteacher/head of Pass Move Grin Education will appoint an investigating officer. This will be an independent individual with no prior knowledge of the grievance.

The headteacher will also appoint a grievance panel. This group of people will be separate from the investigating officer and will be chaired by an independent individual, with no prior knowledge of the grievance. The investigating officer will undertake a grievance investigation and will make a recommendation.

The investigating officer, supported by HR colleagues, will also arrange a formal meeting (to be held in person, or over video conferencing if appropriate) within 5 working days after the grievance has been raised. At the meeting, the employee will be given the opportunity to explain their grievance and how they think it should be resolved, to the grievance panel.

Employees have a statutory right to be accompanied by a companion at a grievance meeting. The companion must be a work colleague, trade union official, or trade union representative who has been certified as being competent to attend such meetings.

The employee must let the investigating officer know that they request to be accompanied. If the chosen companion will not be available on the initial date and time proposed for the formal meeting, the investigating officer must move the meeting to an alternative time proposed by the employee, provided that the alternative time is both reasonable and no more than 5 working days after the date originally proposed.

### **Deciding on appropriate action**

The meeting will be adjourned and the grievance panel will reflect on it before coming to a decision.

The chair of the panel will communicate the decision to the employee in writing. The decision will set out the action that will be taken to resolve the grievance. It will also inform the

employee that they can appeal if they are not satisfied with the outcome, and explain how to do this.

## **Appeals**

If the employee is not satisfied with the outcome of the grievance they have the right to appeal the decision.

The employee should set out their grounds of appeal in writing within 5 working days and submit this to Kathryn Oram- head of Pass Move Grin Education An appeal is not designed to re-hear the matter but to examine the grounds of appeal. The employee should therefore be specific about the grounds of the appeal. However, a full re-hearing may be appropriate in exceptional circumstances.

The headteacher (or company director if the headteacher is the subject of the grievance) will appoint a grievance appeal panel consisting of three people. This will be a group of people independent from any previous stage of the grievance procedure.

Appeals will be heard without unreasonable delay and in any event. The headteacher will tell the employees the time and place of the appeal meeting in advance. Employees have the same statutory right to be accompanied to the appeal meeting by a work colleague, trade union official, or trade union representative who has been certified as being competent to attend such meetings.

The outcome of the appeal will be confirmed in writing by the chair of the appeal panel to the employee within 14 working days of the appeal. The decision of the appeal panel will be final.

## **Overlapping procedures**

If an employee raises a grievance after disciplinary proceedings have already started against them, the disciplinary proceedings may be temporarily suspended in order to consider the implications of the grievance on the disciplinary process.

If the grievance and disciplinary proceedings address related matters, it may be possible to deal with the issues simultaneously as part of disciplinary proceedings.

**Record keeping**

Minutes will be kept for all meetings. Where possible, these will be confirmed as a record of what was discussed during the meeting.

Records of all materials relating to the grievance process will be kept securely, only for as long as necessary and in line with data protection law.

**Monitoring arrangements**

This policy will usually be reviewed every year, but can be revised as needed from time-to-time. It will be reviewed by [Kathryn Oram / Educational lead.

*Reviewed March 2023*