



# **Lincoln Christ's Hospital School**

## **Grievance Policy for Staff**

**SLT Link member of staff:                      Martin Mckeown**

**Date presented to Governors:                March 2016**

**Review Date:                                        March 2018**

## **INFORMAL APPROACH**

Where a member of the staff has a grievance with the Headmaster, and no other member of staff is involved, the member of staff should make a direct approach to the Headmaster. If the member of staff has a grievance with a Governor (or Governors' Committee), and no other member of staff is involved, then the member of staff should make a direct approach to the Governor (or the Chairman of the relevant Committee).



Where a member of staff has a grievance which involves other members of staff he/she should first endeavour to resolve the matter by direct approach to the person or persons concerned or by discussion with the Head of Department or other appropriate senior members of staff or, if necessary, by discussion with the Headmaster.



Where a member of staff requests a personal interview with a Head of Department or other senior member of staff or Headmaster this will, in all normal circumstances, be granted within five working days of the request being made.



Following such an interview the senior member of staff involved should normally seek to resolve the problem at local level, if necessary (and with the prior consent of the person presenting the grievance) in consultation with other member(s) of the staff. If he/she is involved the Headmaster may also, again with the consent of the person originating the grievance, seek consultation with the Chair of the Governing Body.

## **FORMAL PROCEDURE**

Where the matter has not been resolved using the informal approach, the member of staff concerned should submit a formal written notice of the grievance to the Headteacher, with a copy to the person concerned, if other than the Headteacher. The Headteacher should then forthwith make a formal written report to the chair of the Pay Committee with a copy to the Chair of the Governing Body.



The Staff and Pay Committee, in consultation with the Headteacher and others as necessary, will then resolve the problem, notifying all concerned of their decision in writing. The Committee will then be entitled to see all documents relating to the matter. It will allow the parties concerned to make representations to them should they so wish, and to be accompanied at any such representation by a fellow employee of their own choosing or by an official representative of their union or association. Normally the Committee will hold its first meeting to consider the complaint within ten days of being officially notified of it. It will endeavour to resolve the matter within one calendar month of the date of notification.



There is a right of appeal by any party concerned to the Governors' Appeals Committee which shall be formed by the Chairman Chair of the Board of Governors, to which all previous information shall be made available, and which may interview all parties involved. This body will endeavour to reach a conclusion within one calendar month of being appointed and to publish it promptly thereafter. Its decision will be final.