

Principal: Anna Mansaray

Parkwood Hall  
Co-operative Academy  
Beechenlea Lane  
Swanley  
Kent  
BR8 8DR

Telephone : 01322 664441

Fax: 01322 613163

# PARKWOOD HALL CO-OPERATIVE ACADEMY

## Parkwood Hall Co-operative Academy

"Growth through Personal and Social Learning"

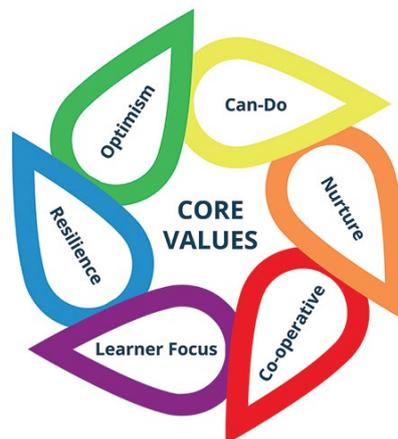
### Statutory Policy File

## GRIEVANCE POLICY AND PROCEDURE

Index No: 26 (v2.0)

*Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'*

#### Our Core Values



## CONTENTS

1	ABOUT THIS PROCEDURE .....	2
2	LEGISLATION AND GUIDANCE.....	2
3	DEFINITIONS.....	2
4	GRIEVANCE PROCEDURES.....	2
4.1	INFORMAL STAGE .....	3
4.2	FORMAL STAGE .....	3
4.3	DECIDING ON APPROPRIATE ACTION.....	3
4.4	APPEALS .....	4
5	RECORD KEEPING.....	4
6	MONITORING ARRANGEMENTS.....	4
7	LINKS WITH OTHER POLICIES .....	4
8	WELLBEING SUPPORT:.....	4
	APPENDIX 1. THE GRIEVANCE PROCESS .....	5

---

## GRIEVANCE POLICY AND PROCEDURE

---

Parkwood Hall is a Co-operative Academy and we have adopted the values of the co-operative movement to assist us as we govern the school. We have also developed values for learning and teaching that inspire our students and staff alike.

Our co-operative values are self help, self responsibility, democracy, equality, equity, solidarity, honesty, openness, social responsibility and caring for others. These are the ways in which we do things at our school and they sit at the heart of all our policy development.

### 1 ABOUT THIS PROCEDURE

It is our policy to ensure that all employees have access to a procedure to help deal with any grievances relating to their employment fairly and without unreasonable delay. We aim to investigate any formal grievance you raise, hold a meeting to discuss it with you, inform you in writing of the outcome, and give you a right of appeal if you are not satisfied.

This procedure applies to employees of the Academy only.

This procedure does not form part of your contract of employment and we may vary or amend it at any time. It does however set out the Academy's current practices and you are strongly advised to familiarise yourself with its content.

### 2 LEGISLATION AND GUIDANCE

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

### 3 DEFINITIONS

- 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 or discrimination or work relations. This policy does not cover issues raised by people who are not employed by the school, as this would fall under our complaints procedure

### 4 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.

#### **4.1 Informal stage**

In the first instance, we will aim to resolve an employee's grievance informally with their line manager. If the member of staff's concerns relate to their line manager they should discuss the issue with the line manager's manager.

It may be necessary for the member of staff 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.

#### **4.2 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 the line manager, the employee should submit the written grievance to an alternative, preferably senior, manager.

Upon receipt of a grievance, the relevant senior manager will agree the appointment of an investigating officer. This will be an independent individual with no prior knowledge of the complaint.

A grievance panel will also be appointed. 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 complaint.

The investigating officer will undertake a grievance investigation and will make a recommendation.

A formal meeting will be arranged to take place, where reasonably practicable, within 10 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.

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.

ACAS website for further support: <https://www.acas.org.uk/templates-for-employees>

#### **4.3 Deciding on appropriate action**

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

This decision will be communicated to the employee in writing, where reasonably practicable, within 5 working days of the meeting. Where appropriate, the written 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.

#### **4.4 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 as soon as possible and in any event within 5 working days of receipt of the written decision, and submit this to the Principal.

A grievance appeal panel will be appointed that will include governors. This will be a group of people independent from any previous stage of the grievance procedure.

Appeals will be heard without unreasonable delay and, where reasonably practicable, within 10 working days. Employees will be told 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 to the employee without unreasonable delay and, where reasonably practicable, within 5 working days.

### **5 RECORD KEEPING**

Minutes will be kept of all meetings. Where possible, these will be confirmed as an accurate reflection 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 and our privacy notices.

### **6 MONITORING ARRANGEMENTS**

This policy will usually be reviewed every 2 years, but can be revised as needed. It will be reviewed by the Principal.

This policy will be approved by the Full Governing Board.

### **7 LINKS WITH OTHER POLICIES**

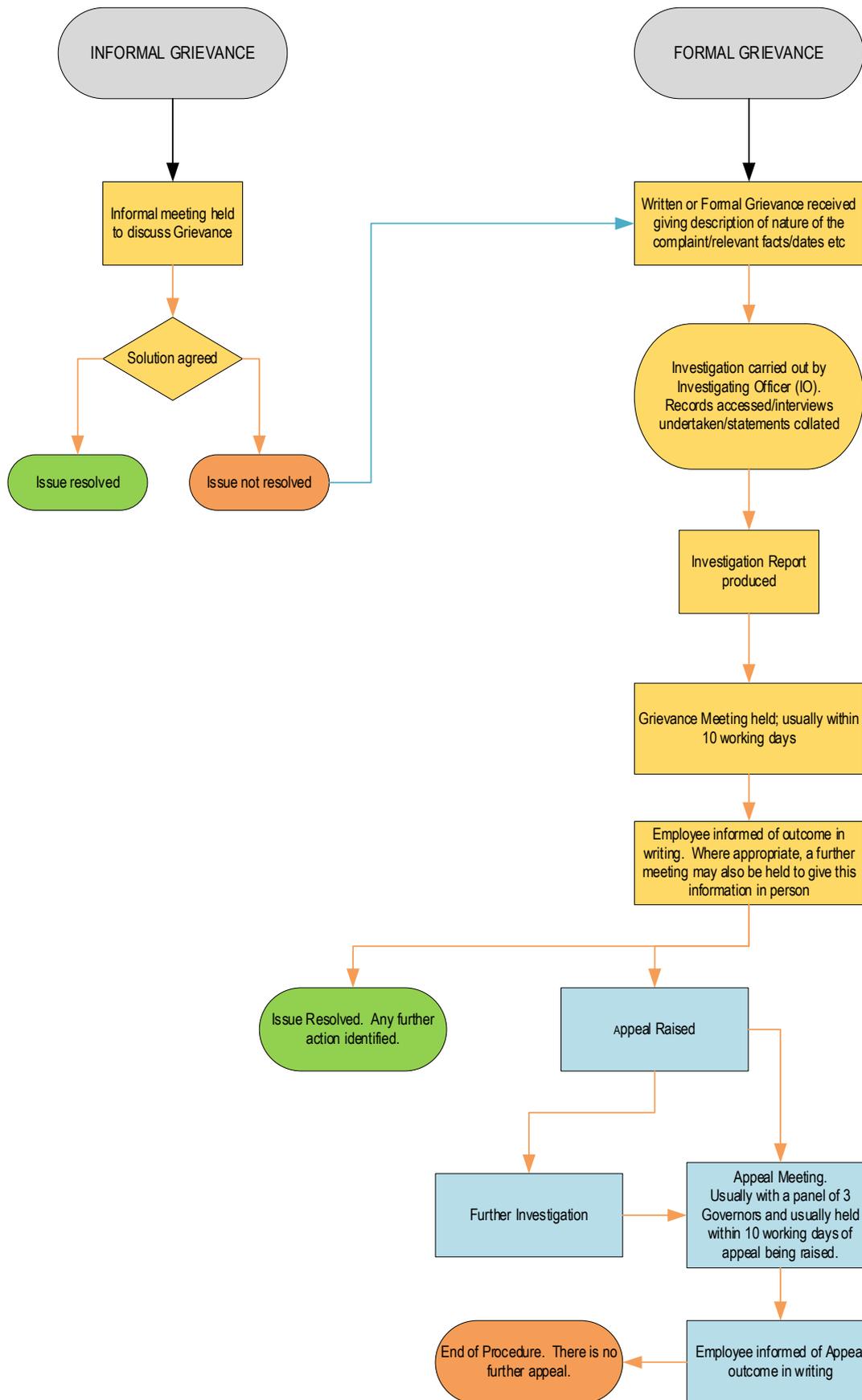
This policy links with our policies on:

- Staff disciplinary procedures
- Complaints procedure, which sets out how grievances will be raised by those not employed by the school
- Privacy notice for the school workforce

### **8 WELLBEING SUPPORT:**

Education Assistance Programme 08000 856 148

**APPENDIX 1. THE GRIEVANCE PROCESS**



**APPROVAL**

This Policy was written for Parkwood Hall Co-operative Academy and will be reviewed by the FGB on a 2-yearly cycle and must be signed.

Date Policy Reviewed:	10/12/20
Date of Next Review:	09/12/22
Signature of Governor:  <i>Libby Blake</i>  Date: 10/12/20	Signature of Principal:  <i>[Signature]</i>  Date: 10/12/20

Version and Date		Action/Notes
1.0	01/09/19	Policy update
2.0	10/12/20	Reviewed – approved by FGB 10/12/20