



Corfe Castle Community Pre-School and Kids Club

Staff Grievance Policy

This policy applies to all members of staff and is designed to ensure that they are treated fairly, reasonably and consistently.

If a member of staff is dissatisfied they must have the opportunity for prompt discussion with their immediate line manager as defined in their employment contract. If the grievance is with their immediate line manager then they may take their issue up with the Business Manager, or Parent's Management Committee Chair. If the grievance persists, the Business Manager, Pre-School Leader, or Parent's Management Committee Chair will arrange a meeting to discuss the matter further.

The aim of this procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation. There is a right of appeal to the full Parent's Management Committee if the member of staff is dissatisfied by the outcome.

The member of staff may be accompanied at all stages of the grievance procedure by a single companion, who can be another member of staff. The companion will be permitted to confer with the member of staff and be allowed to address the meeting but not to answer on the member of staff's behalf. If the companion is another member of staff they will be allowed time off work with pay to undertake this role.

Standard statutory minimum procedure

The Business Manager, Pre-School Leader or Parent's Management Committee Chair must ensure that the following statutory minimum procedure is always followed when grievances have been raised by member of staff. The procedure consists of the following three steps:

Step 1: statement of grievance

The member of staff must set out the grievance in writing, and the basis for it, and send the statement or a copy of it to the Business Manager, Pre-School Leader or Parent's Management Committee chair.

Step 2: meeting

The Business Manager, Pre-School Leader or Parent's Management Committee chair must invite the member of staff to attend a meeting to discuss the grievance. The meeting must not take place until the member of staff has completed step 1 and the Business Manager, Pre-School Leader or Parent's

Management Committee chair, in consultation with the Parent's Management Committee, has had a reasonable opportunity to consider their response to that information. The member of staff must take all reasonable steps to attend the meeting. After the meeting, the Business Manager, Pre-School Leader or Parent's Management Committee chair must inform the member of staff of their decision in writing and notify them of the right to appeal against the decision if they are not satisfied with it. The member of staff should be notified of the decision within 5 days of the meeting. Any appeal must be submitted within 5 days of the date of the decision letter.

Step 3: appeal

If the member of staff wants to appeal, they must inform the Business Manager, Pre-School Leader or Parent's Management Committee chair in writing. If the member of staff informs the Business Manager, Pre-School Leader or Parent's Management Committee chair of their wish to appeal, the Business Manager, Pre-School Leader or Parent's Management Committee chair must invite them to attend a further meeting. The member of staff must take all reasonable steps to attend the meeting. After the appeal meeting, the Business Manager, Pre-School Leader or Parent's Management Committee chair must inform the member of staff of their final decision.

Hearing the appeal

The appeal hearing should be heard, if possible within 15 days of receipt of the appeal request letter. Two or three members of the Parent's Management Committee, if possible not those involved in the initial grievance meeting, will serve as an appeals committee. If this is not possible, the appeal group may consist of the same people as the previous panel, and they must make every effort to hear the appeal as impartially as possible. A written record of the meeting will be kept.

Modified statutory procedure

A modified procedure will apply in the following cases:

The (former) member of staff is no longer employed by the Pre-School;

The standard grievance procedure had not commenced or, if it had been commenced, had not been completed before the last day of the member of staff's employment; and

The parties have agreed in writing, after the Pre-School became aware of the grievance, that the modified grievance procedure should apply in relation to that grievance.

In such circumstances the following procedure will apply:

Step 1 – statement of grievance

The (former) member of staff must set out in writing the grievance and the basis for it, and send a copy of it to the Business Manager, Pre-School Leader or Parent's Management Committee chair. If the member of staff wishes for the modified procedure to be followed after their employment has

ended, then they must include this in their statement at step 1 of the process. The Business Manger, Pre-School Leader or Parent's Management Committee chair can decide whether to accede to the (former) member of staff's request to have a response in writing or to insist that a meeting takes place in line with the standard grievance procedure.

Step 2 – response

The Business Manager, Pre-School Leader or Parent's Management Committee chair must set out their response in writing and send a copy of it to the (former) member of staff.

Time scales

Each step and action under the grievance procedure must be taken without unreasonable delay. Early meetings to resolve grievances will help to facilitate resolution of issues. Consideration should be given to timings and locations of meetings to ensure that the member of staff and their companion are able to attend. Two reasonable attempts by the Business Manager, Pre-School Leader or Parent's Management Committee chair to arrange a meeting will normally be sufficient if they prove abortive because of the member of staff's non-attendance. If a member of staff is not able to attend the first grievance meeting arranged then they will be required to provide an alternative date to take place within 5 days of the original date given. Failure to do so will normally result in the grievance processes being aborted unless there are extenuating circumstances.