



St Paul's School
FOUNDED 1509

Staff Grievance Procedure

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk

It is the School's policy to ensure that any member of staff who feels they have a grievance relating to their employment can use a procedure whose purpose is to address and resolve grievances as quickly and as fairly as possible. The School aims to follow the best practice principles set out by ACAS.

A grievance is a concern, problem, complaint or issue raised by a member of staff concerning their employment.

If you have a grievance about your employment, or your employment situation, you should first discuss it informally with your line manager or immediate supervisor, whenever this is possible. We hope that the majority of concerns will be resolved at this stage.

Application and scope

This procedure will apply to grievances brought by members of staff in relation to matters affecting them personally as individuals where:

- it has not been possible to resolve the grievance informally (with a line manager or immediate supervisor or with another member of staff in their place) or;
- the issues raised are sufficiently serious to make informal resolution inappropriate.

This procedure will cease to apply after the contract of employment of the member of staff bringing or seeking to raise a grievance has terminated, irrespective of the reason.

A member of staff bringing a grievance may withdraw the grievance at any stage.

At any stage the person(s) dealing with the grievance may, at their discretion, defer consideration of the grievance pending further investigations and/or the outcome of other relevant issues.

General Provisions

Members of staff whose grievance is considered under this procedure have the right to be accompanied at a formal hearing or appeal hearing by a work colleague of their choice, a trade union representative, or an official employed by a trade union. (A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker). The member of staff's chosen companion can take a note of the proceedings, address the meeting/hearing, respond on behalf of the member of staff to any views expressed at the meeting and confer with the member of staff, but cannot answer questions on their behalf or prevent the line manager (or other School representative as appropriate) explaining their position.

Members of staff should make every effort to attend meetings, as requested. Where a member of staff is repeatedly unable or unwilling to attend a meeting without good cause, the School will make its decision on the evidence available to it.

It is expected that all staff involved in this process will maintain the confidentiality of the process and of School documents. Any breach of confidentiality by the member of staff may be treated as a disciplinary offence. This is subject to an individual's right to seek and obtain appropriate confidential legal advice or make a disclosure under the Public Interest Disclosure Act 1998 or otherwise as required by law or any statutory authority.

The Procedure

The member of staff will set out the full details of their formal grievance in writing (including any relevant facts, dates and names of individuals involved) to the Director of HR. (or the High Master if the grievance concerns the HR Director) or to the Chair of Governors (if the grievance concerns the High Master).

Grievances received may be reviewed by a DSL so that any safeguarding implications (or previously held information that may be relevant) may be considered, whether or not the complaint is overtly relevant to safeguarding.

The member of staff will provide further written amplification or clarification on any aspect of the grievance if requested at any time to do so.

In some, especially complex, cases it may be appropriate to appoint an investigator who has had no prior involvement with the grievance to carry out an investigation. The investigator may consult with the DSL so that any safeguarding implications may be considered, whether or not the complaint is overtly relevant to safeguarding.

Without unreasonable delay, HR will write to invite the member of staff to a meeting to discuss the grievance. Members of staff and their representatives should make every effort to attend the meeting.

The meeting may be adjourned if there is a need to carry out a further investigation.

The manager chairing the meeting may arrange for a representative from HR to attend to take a notes and to be a witness to what is said at the meeting. In certain cases the manager may arrange for an interpreter. The manager may also make reasonable adjustments for a member of staff or their companion who is disabled..

After the meeting and without unreasonable delay the member of staff will be informed, in writing by HR, of the decision in relation to the grievance and the reasons for that decision. Where appropriate, the member of staff will be informed of what action will be taken to resolve the grievance. The member of staff will also be informed of their right of appeal.

Where a complaint is deemed be potentially vexatious or malicious, the School reserves the right to instigate proceedings under the Disciplinary Procedure. Complaints considered to be vexatious or malicious would include those that appear, through reasonable investigation, to have been made in bad faith or without merit or foundation.

Appeals

The member of staff will have the right to appeal against any decision under this procedure. The appeal must be in writing and must set out the grounds on which the appeal is made. An appeal must be sent to the High Master or their nominee so that it is received within 7 calendar days of the date of the grievance outcome letter. An appeal hearing will be held as soon as is reasonably practicable by either the High Master or a senior manager not involved in the original grievance. The member of staff will be invited to the appeal hearing and advised of their right to be accompanied. The decision following the appeal will be final and cannot be further appealed. The member of staff will be notified of the outcome in writing as soon as possible.