



## **Staff Grievance Policy**

### **Policy statement**

The Pre-School is a close working small team of like-minded people who hold regular staff & supervision meetings at which any informal grievances can be aired & addressed before they develop into major issues. This policy informs the employee of their statutory rights for any complaints relating to the disciplinary procedure, working practices, discrimination or concerns regarding management. Every employee has the right to seek redress for grievance about any area of their employment.

### **Informal Procedure**

In the first instance the employee should discuss any grievance with the Pre-School Leader, who will endeavor to resolve the issue.

However if the matter cannot be resolved through informal discussion, or the employee wishes to adopt a formal approach to the issue, then the employee may raise the grievance with the Pre-School Chairman & the following procedure will be undertaken.

### **Formal Procedure**

- 1) The employee must set out the details of the grievance in writing to the chairman of CATEY Pre-School.
- 2) The chairman will arrange a meeting within 5 working days to discuss the grievance & the employee will be informed of their right to be represented or accompanied at the meeting.
- 3) An employee who wishes to appeal against any disciplinary decision must do so within 5 working days to the Pre-School committee. A meeting will be arranged within 5 working days & the appeal will be heard by the committee.
- 4) Copies of all written records at each stage of the procedure will be supplied to the employee & copies will also be placed in their individual personnel files

[www.catey-preschool.co.uk](http://www.catey-preschool.co.uk)

For further information, or to arrange a visit please contact Teresa on  
01284 827274 or e-mail us: [cateypreschool@hotmail.com](mailto:cateypreschool@hotmail.com)

CATEY Pre-School is committed to the welfare of its children, staff & volunteers at all times.

Registered Charity Number: 1135211



## Hearing Preparation

- 1) The hearing will be held in private without interruptions.
- 2) The committee may instruct someone to take notes & act as a witness to the proceedings.
- 3) The committee will have a written statement of the grievance & will have investigated, before the hearing date, whether similar grievances have been raised before, how they were resolved, & any follow up action that had been required. This allows for consistency of treatment.

## Hearing Protocol

- 1) A grievance hearing is not the same as a disciplinary hearing & is an occasion where discussions could produce a satisfactory solution.
- 2) The employee will be invited to restate their grievance & suggest how it could be resolved.
- 3) The committee will make allowances for any reasonable “letting off steam” by the employee if they are perceived to be under stress or have been living with the grievance for some time.
- 4) After summing up the committee may adjourn the hearing to explore the possibilities for resolving the grievance, or to take advice on how to proceed.
- 5) The employee will be informed when they may expect a response, if a satisfactory solution cannot be achieved at the initial hearing.
- 6) The committee will respond to the grievance in writing within the time span indicated, & the employee informed of their right of appeal.
- 7) If the employee is not satisfied with the decision of the committee then they may request an appeal hearing.

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## Appeal Procedure

- 1) An employee who considers that the grievance has not been dealt with to their satisfaction may appeal in writing to the chairman, clearly stating the ground for the appeal, within 7 working days of the grievance hearing.
- 2) An appeal meeting will then be arranged with the chairman, pre-school leader & the employee, normally within 15 days of the employee's request.
- 3) A letter detailing the outcome of the appeal will be sent to the employee within 10 working days of the appeal meeting.

This policy was adopted at a meeting of	CATEY Pre-School
Held on	11 <sup>th</sup> November 2014
Renewal date:	10 <sup>th</sup> November 2015

Signed:	.....
Date:	.....
Printed Name:	.....
Position:	.....