



The King's (The Cathedral) School

Grievance Policy and Procedure

Responsibility:	HR Manager
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Grievance Policy and Procedure

1.0 TERMS OF REFERENCE

1.1 For all employees employed by the Board of Governors of The King's (The Cathedral) School, Peterborough.

1.2 Definitions:

- "Headteacher" also refers to any other title used to identify the Headteacher, where appropriate, or other senior manager delegated to deal with the matter by the Headteacher.
- "Companion" refers to a person chosen by the employee to accompany him/her, who shall be a trade union official or a workplace colleague.

2.0 SCOPE

2.1 This policy applies to employees. It does not apply to contractors, consultants or any self-employed individuals working for the organisation.

2.2 If you have a grievance that relates to ongoing disciplinary proceedings against you, you should raise this during the disciplinary procedure (for example during the disciplinary meeting or appeal stage).

2.3 If you raise a grievance during disciplinary proceedings that is unrelated to those proceedings, the disciplinary proceedings and grievance procedure will normally run independently in parallel.

3.0 GENERAL PRINCIPLES

3.1 The aim of this Grievance Procedure is to enable any employee to have his/her grievance heard and to seek redress as appropriate. The intention is that grievances should be settled quickly and fairly and should be first dealt with as close to the source as possible.

3.2 The procedure applies to all employees at The King's (The Cathedral) School including the Headteacher and members of the leadership team, full and part-time, permanent and temporary employees. If it is the Headteacher who has a grievance then the Chair of Governors is the person to whom the Headteacher refers to as his/her immediate line manager at Stage 2. If the Headteacher's grievance is not resolved at that stage, the matter should be referred to Stage 3, the Appeal Committee of the Board of Governors.

3.3 If individual governors are the subject of the grievance, such person(s) shall not sit with the Appeal Committee but may attend the Governors' hearing to present his/her case.

3.4 A grievance is a complaint by an employee about any aspect of his/her employment such as:

- a) terms and conditions of employment;
- b) health and safety;
- c) work relations;
- d) bullying and harassment; (except where dealt with under the Anti Bullying and Harassment Procedure)
- e) new working practices;
- f) working environment;
- g) organisational change;
- h) discrimination

- 3.5 Complaints that you may have about any disciplinary action taken against you should be dealt with as an appeal under the disciplinary procedure. Insofar as a grievance has any bearing on the disciplinary proceedings, it can be raised as a relevant issue in the course of those proceedings.
- 3.6 There is a separate Anti-harassment and Bullying Policy that may be useful if you have been the victim of bullying or harassment or wish to report an incident of bullying or harassment involving other people.
- 3.7 Those responsible for dealing with employees' grievances will treat them seriously and attempt to resolve them as quickly as possible.
- 3.8 Where a grievance relates to a breakdown in relationship between two individuals, mediation may be offered as a way of resolving the issues with the agreement of both parties.

4.0 STAGES OF THE GRIEVANCE PROCEDURE

4.1 Stage 1: Raising Grievances Informally

The employee should raise the grievance with the person causing the grievance in the first instance. If the grievance cannot be resolved directly, or the employee feels unable to raise it directly then the employee should personally present the grievance, either orally or in writing, to his/her immediate line manager. The line manager should meet with the employee as soon as possible and after any necessary investigation give a response without undue delay. If the employee's grievance is against the line manager personally, the grievance should be raised with the headteacher, or if the immediate line manager is the Headteacher the grievance may be addressed informally by a governor nominated by the Chair of Governors.

4.2 Stage 2: Formal Grievance Hearing

If the employee is not satisfied with the reply by his/her line manager, the employee should submit the grievance in writing, indicating that it is a formal grievance, to the Headteacher. The written grievance should contain a brief description of the nature of the complaint, including any relevant facts, dates and names of individuals involved.

- 4.3 The Headteacher will nominate a senior leader to meet the employee to hear the grievance. They will be asked to reply as soon as possible, within two calendar weeks, even if it is only an interim reply pending further investigation. At this stage, the employee may be accompanied by a "companion" (see terms of reference) at any formal meeting to discuss the grievance.
- 4.4 The grievance will be kept confidential as far as possible. However, before proceeding to a grievance meeting, an investigation may be needed. This will usually be conducted by the same manager who will hear the grievance. The relevant manager will write to the employee confirming that they are conducting the investigation and the timescale for completion. The level of investigation and time this will take will vary depending on the nature of the grievance. The employee will be given a copy of any evidence collated during the investigation in advance of the grievance meeting. However, in some cases, the evidence given by individuals may have to remain confidential. Where confidentiality is necessary, the employee will be provided with an appropriate summary of the evidence.
- 4.5 A senior leader may be accompanied by another employee, or the school's HR Manager. The senior leader dealing with the grievance will listen to the employee and discuss any other the evidence with them and provide a written outcome to the grievance within 7 days of the grievance meeting. If the employee raising the grievance is not satisfied with the outcome, then the employee may appeal to the Headteacher at stage 3.
- 4.6 Where the grievance is against the Headteacher Stage 2 shall be heard by a governor appointed by the chair of governors in accordance with paragraphs 3.2 and 3.3 above.

4.7 Stage 3: Formal Appeal Hearing

If the employee is not satisfied with the outcome of Stage 2, they have the right to appeal.

Appeals should be made in writing to the Headteacher (or Chair of Governors if the Headteacher considered the grievance) and should clearly state the grounds for appeal, i.e. the basis on which the result of the grievance was wrong or that the action taken as a result was inappropriate. This should be done within seven working days of the written notification of the outcome of the grievance.

The Headteacher will review both the procedures followed in stage 2 of this policy. The employee will be invited to a grievance appeal meeting and will be offered the right to be accompanied. The Headteacher may invite the manager who considered the grievance at stage 2 to attend the appeal meeting to explain the reasons for their decision, or alternatively the Headteacher may decide to adjourn the meeting in order to meet with the manager who considered the grievance to understand the reasons for their decision.

The result will be notified to you in writing within seven working days, wherever possible. The Headteacher's decision is final.