



Leeds Diocesan Learning Trust (LDLT)

Company Number 13687278

Grievance Policy

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Vision Statement

Serving and celebrating our unique schools and communities, we will love, live and learn together. Valuing our pupils, staff, governors and team as people of God, we will deliver transformational learning and the flourishing of all.

Related Policies

- Finance Policy
- Academy Trust Handbook
- Scheme of Delegation
- Whistleblowing Policy
- Disciplinary Policy
- Complaints Procedure

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 all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

The Trust has overall responsibility for this policy, including keeping it under review.

This procedure does not form part of any employee's contract of employment.

2. Raising a grievance

Issues that could cause grievances may include:

- terms and conditions of employment;
- health and safety;
- work relations;
- bullying and harassment;
- new working practices;
- working environment at your school;
- organisational change; and
- discrimination.

This Grievance Procedure should not be used to complain about dismissal or disciplinary action. If you are dissatisfied with any disciplinary action, you should submit an appeal under the appropriate Trust policy.

We operate a separate Whistleblowing Policy to enable employees to report illegal activities, wrongdoing or malpractice. However, where you are directly affected by the matter in question, or where you feel you have been victimised for an act of whistleblowing, you may raise the matter under this Grievance Procedure.

If you have difficulty at any stage of the Grievance Procedure because of a disability or because English is not your first language, you should discuss the situation with your manager or the Headteacher as soon as possible.

Written grievances will be placed on your personnel file along with a record of any decisions taken and any notes or other documents compiled during the grievance process.

3. Raising grievances informally

Most grievances can be resolved quickly and informally through discussion with your manager or the Headteacher. If you feel unable to speak to your manager or Headteacher, for example, because the complaint concerns him or her, then you should speak informally to the CEO or Chief Finance Officer (whose contact details are at the end of this policy). If this does not resolve the issue, you should follow the formal procedure below.

4. Formal written grievances

If your grievance cannot be resolved informally you should put it in writing and submit it to your manager or the Headteacher, indicating that it is a formal grievance. If the grievance concerns the Headteacher, you should submit it to the CEO or Chief Finance Officer, whose contact details are at the end of this policy.

The written grievance should contain a brief description of the nature of your complaint, including any relevant facts, dates, and names of individuals involved, witnesses and the resolution you are seeking. In some situations we may ask you to provide further information in writing. If you have any documentary evidence relevant to your grievance please provide copies of this along with your formal written grievance.

5. Investigation

It may be necessary for us to carry out an investigation into your grievance. The amount of any investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents. The investigation may be carried out by your manager or the Headteacher or someone else appointed by the Trust.

You must co-operate fully and promptly in any investigation. This may include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending interviews, as part of our investigation.

We may initiate an investigation before holding a grievance meeting where we consider this appropriate. In other cases we may hold a grievance meeting before deciding what investigation (if any) to carry out. In those cases we will hold a further grievance meeting with you after our investigation and before we reach a decision.

6. Right to be accompanied

You may bring a companion to any grievance meeting or appeal meeting under this procedure. The companion may be either a trade union representative or a colleague. You must tell the person holding the grievance meeting who your chosen companion is, in good time before the meeting.

At the meeting, your companion may make representations to us and ask questions, but should not answer questions on your behalf. You may talk privately with them at any time during the meeting.

Acting as a companion is voluntary and your colleagues are under no obligation to do so. If they agree to do so they will be allowed reasonable time off from duties without loss of pay to act as a companion.

If your chosen companion is unavailable at the time a meeting is scheduled and will not be available for more than five working days afterwards, we may ask you to choose someone else.

We may, at our discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of your family) if this will help overcome a disability, or if you have difficulty understanding English.

7. Grievance meetings

We will arrange a grievance meeting as soon as is reasonably practicable after receipt of your written grievance (depending on school holidays).

You and your companion (if any) should make every effort to attend grievance meetings. If you or your companion cannot attend at the time specified, you should inform us immediately and we will try, within reason, to agree an alternative time.

The purpose of a grievance meeting is to enable you to explain your grievance and how you think it should be resolved, and to assist us to reach a decision based on the available evidence and the representations you have made.

After an initial grievance meeting we may carry out further investigations and hold further grievance meetings as we consider appropriate. Such meetings will be arranged without unreasonable delay.

We will write to you, usually within one week of the final grievance meeting, to inform you of the outcome of your grievance and any further action that we intend to take to resolve the grievance. We will also remind you of your right of appeal. Where appropriate we may hold a meeting to give you this information in person.

8. Appeals

If the grievance has not been resolved to your satisfaction you may appeal in writing to the Trust, stating your full grounds of appeal, within one week of the date on which the decision was sent or given to you.

We will hold an appeal meeting, normally within one week of receiving your written appeal. This will be dealt with impartially by a more senior individual who has not previously been involved in the case (although they may ask anyone previously involved to be present). In some cases this may be dealt with by a Governor or committee of Governors (this may be from a different school) or a Director or committee of Directors. You have a right to bring a companion to the appeal hearing.

We will confirm our final decision on the outcome of your appeal in writing, usually within one week of the appeal hearing. This is the end of the procedure and there is no further appeal.

9. Contacts

Chief Finance Officer	Leanne Noone
CEO	Canon Richard Noake
Chair of the Trust	Peter Foskett

10. Grievance procedure flowchart



