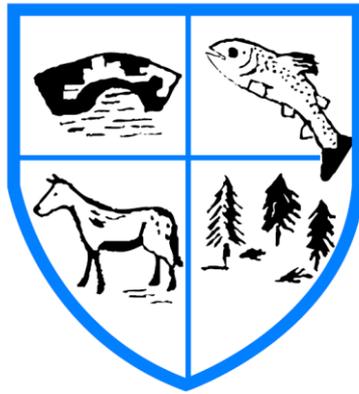


# **YSGOL LLANYBYDDER SCHOOL**



## **GRIEVENCE POLICY**

**2018-19**

# YSGOL LLANYBYDDER

## GRIEVANCE PROCEDURE

### **1. INTRODUCTION**

- 1.1 There may be occasion when an individual may have a grievance against his/her conditions of employment or against a colleague (*see also 1.4 below*). The following seeks to offer guidance on establishing effective procedures for dealing with such situations.
- 1.2 At all times it is imperative to deal sensitively in such circumstances since the individual who cites a grievance may be seeking guidance or counsel on the issue.
- 1.3 Governing Bodies will need to establish a procedure which will take account of the requirements of all the various staffs employed by them. It should also be borne in mind that the conditions of service applying to existing staff at the school should not be less favourable than those which they enjoyed prior to the implementation of Local Management of Schools.
- 1.4 **It shall be noted that grievance procedures are not intended to deal with an issue regarding grading or salary review.**

### **2. PROCEDURES FOR TEACHERS**

#### **A. Deputy Headteacher and Assistant Teacher**

- (i) Where a teacher has a grievance he/she shall first of all endeavour to resolve the matter by direct approach to the member of staff involved or in discussion with the Head of Department or another appropriate senior member of staff (*i.e. Head of Year or Deputy Headteacher or, depending on the circumstances it may be appropriate to discuss the matter with the Headteacher*) or;
- (ii) Where a member of staff formally requests a personal interview with Head of Department or other appropriate senior member of staff or Headteacher, it

should be granted within five working days of the request being made;

- (iii) The Head of Department or other appropriate senior member of staff or the Headteacher shall seek to resolve the problem personally, or by mutual agreement, in consultation with other members of staff.

Recommended Procedure

The Headteacher may also, by mutual agreement, seek consultation with the Chairman of the Governors, or with representatives of the teacher organisation(s), as may be thought appropriate.

Where consultation has taken place involving the Chairman of Governors then he/she shall not participate in any further consideration of the matter at Governing Body or at Sub Committee level.

- (iv) Where the matter has not been resolved under any of the procedures referred to above, the member of staff concerned shall submit a formal written notice of the grievance to the Headteacher and to the person concerned, if other than the Headteacher. The Headteacher shall then forthwith make a formal written statement to the governors.

- (v) The Governing Body, or a small sub-committee thereof in consultation, where appropriate, with the Headteacher or his representative, shall seek to settle the problem. All relevant documents shall be submitted to them and they shall allow the parties concerned, if they so wish, to make their submissions, each of them being accompanied if they so wish, by a friend or an official representative of their union or association. The meeting for this purpose shall be arranged within ten working days.

**N.B. Where a Sub-Committee has been established to take an initial decision on a grievance, no member of that Sub-Committee should take part in the proceedings of any Committee established to consider any subsequent appeal.**

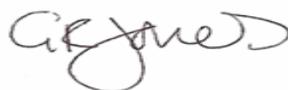
- (vi) The matter is to end at the Governing Body

level except where it is agreed between the parties that an important issue of principles arises which could be considered by the Authority.

**N.B. This is only a statutory requirement for dismissal proceedings but in the interest of fairness and uniformity this also should apply to grievance procedures.**

## B. Headteachers

- (i) Where a Headteacher has a grievance with the Governing Body he should first of all endeavour to resolve the matter by direct approach to the Chairman of the Governors.
- (ii) Where the matter is not resolved under (i) above, the Headteacher should submit a formal written notice to the governors of the school as the nature of the grievance makes appropriate.
- (iii) A meeting should be arranged by them within ten days or as soon as is practicable thereafter. The complainant is entitled to be accompanied by a friend or by a representative of the teacher organisation(s) concerned.

	Name	Signature	Date
Chair of Governors	Daryl Thomas		12/1/2018
Headteacher	Gareth Rhys Jones		12/1/2018

Review Date	12/1/2019
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