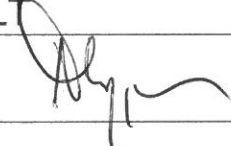




BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

GRIEVANCE PROCEDURE

Date of approval	June 2018
Date of next review	June 2022
Term of review	4 years
Committee Responsible	C & P
Prepared By	SLT
Signed and dated by Chair of Committee	

Changes Made	Date

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1. Aims

This policy aims to enable employees to raise concerns about workplace issues without fear of victimisation and repercussion, and to ensure all grievances are dealt with fairly and objectively. This policy applies to all those working at Beis Yaakov Jewish High School Academy, both teaching and support staff, but only those employed by the School.

2. Legislation and guidance

We are required to set out grievance procedures under general employment law.

These grievance procedures are based on the ACAS [disciplinary and grievance code of practice](#).

These procedures also comply with our funding agreement and articles of association.

3. Definitions

- A **grievance** is a concern, problem or complaint raised with the School by an employee. It can be caused by issues such as terms and conditions of employment, working conditions, health and safety concerns, bullying, discrimination or work relations. This policy does not cover issues raised by people who are not employed by the School, as this would fall under our complaints procedure.
- The principle underlying this procedure is that grievances should be dealt with as close to their source and as informally as circumstances permit, and the level of formality used in resolving the grievance should reflect the gravity of the issue.

4. Grievance procedures

We are committed to dealing with grievances fairly and objectively. Employees will be protected from discrimination or victimisation after raising a work-related grievance, see the BYJHS Whistleblowing Policy.

4.1 Informal stage

In the first instance, we will aim to resolve an employee's grievance informally with their line manager. If the member of staff's concerns relate to their line manager, they should discuss the issue with the manager of their line manager within 10 working days of the complaint.

It may be necessary for the member of staff who has raised a grievance to attend a meeting to discuss the concerns in more detail. However, this will be determined on a case-by case basis.

4.2 Formal stage

If it is not possible to resolve the matter informally, employees should set out their grievance in writing to their line manager. If the subject of the grievance is the line manager, the employee should submit the written grievance to an alternative, preferably a senior manager, such as a HOF or a member of the SLT. If the subject of the complaint is one of those people, then the Chair of the Governors or their appointee will be asked to conduct the investigation.

Upon receipt of a grievance, an investigating officer will be appointed. This will be an independent individual with no prior knowledge of the complaint.

The investigating officer will undertake a grievance investigation and will make a recommendation.

A formal meeting will be arranged **within 10 working days** after the grievance has been raised.

The grievance should be submitted to the PA to the Senior Leadership Team (SLT) (if it will be chaired by a member of the SLT) and the Clerk to the Governors, if it is to be chaired by a Governor. At the meeting, the employee will be given the opportunity to explain their grievance and how they think it should be resolved.

Employees have a statutory right to be accompanied by a companion at a grievance meeting. The companion must be a work colleague or a trade union representative who has been certified as being competent to attend such meetings.

4.3 Deciding on appropriate action

The meeting will be adjourned and the grievance panel will reflect on it before coming to a decision.

This decision will be communicated to the employee in writing within 10 working days. It will set out the action that will be taken to resolve the grievance. It will also inform the employee that they can appeal if they are not satisfied with the outcome, and explain how to do this.

4.4 Appeals

If the employee is not satisfied with the outcome of the grievance they have the right to appeal the decision.

The employee should set out their grounds of appeal in writing as soon as possible and submit this to the PA to the SLT or the Clerk to the Governors.

A grievance appeal will be heard by people independent from any previous stage of the grievance procedure.

Appeals will be heard without unreasonable delay. Employees will be told the time and place of the appeal meeting in advance.

Employees have the same statutory right to be accompanied to the appeal meeting by a work colleague, trade union official, or trade union representative who has been certified as being competent to attend such meetings.

The outcome of the appeal will be confirmed in writing to the employee within 10 working days of the appeal hearing.

5. Record keeping

Minutes will be kept of all meetings. Where possible, these will be confirmed as an accurate reflection of what was discussed during the meeting.

Records of all materials relating to the grievance process will be kept securely for as long as necessary in line with our data retention policy(Data Protection Act 2018) with the personal records of the relevant employee. For details on our retention policy, please contact the School Office.

6. Monitoring arrangements

This policy will usually be reviewed every four years, but can be revised as needed. It will be reviewed by a member of SLT.

This policy will be approved by the C & P committee.

7. Links with other policies

This policy links with our policies:

- Staff disciplinary policy
- Complaints procedure, which sets out how grievances will be raised by those not employed by the School
- Staff equality policy
- Whistleblowing policy