



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

Grievance Policy

OBHP41

Policy owner: Headmaster
Date of issue: November 2018
Date last reviewed: August 2022
Next review due: August 2023

Grievance Policy

Should an employee at any time have a grievance connected with his or her employment it will be the school's intention to consider and resolve it at the earliest opportunity and to the satisfaction of all concerned wherever possible. The procedure is not contractual but applies to all employees who should familiarise themselves with its provisions. All stages of this process will be dealt with without unreasonable delay.

Informal (Stage 1)

An employee who has a grievance with any aspect of his or her employment should raise it initially with the Senior Deputy Head and the matter will be discussed informally and resolved where possible.

Formal (Stage 2)

If no satisfactory resolution is possible or the employee considers they have not been fairly treated, they may raise it in writing to the Director of Finance and Operations and it will be treated as a formal grievance.

When an employee raises a formal grievance, a meeting will be arranged as soon as possible. At the meeting the employee will have the opportunity to explain their grievance and how they think it may be resolved. Depending on the circumstances, the meeting may be adjourned in order for an investigation to take place. Where the matter needs to be investigated and/or the meeting adjourned, the employee will be given an indication of the likely timescale for receiving a response.

At the meeting the employee may be accompanied by a colleague or trade union representative of their choice. A legal representative would not be appropriate.

The employee will be informed in writing of the outcome of the grievance and the reasons for the decision.

The decision will be issued as soon as possible following the conclusion of the meeting. Where the matter needs to be investigated and/or the meeting adjourned, the employee will be given an indication of the likely timescale for receiving a response.

Appeal (Stage 3)

If the employee feels that his or her grievance is not satisfactorily resolved, or feels they have been unfairly treated, he or she may, within five working days of the written decision, appeal in writing to the Headmaster.

An appeal hearing will be convened as soon as is reasonably practicable, and, will be heard by the Headmaster. If the grievance is related to the Headmaster, the appeal should be made to the Chair of Governors.

At the appeal hearing, the employee may be accompanied by a colleague or a trade union representative of their choice. A legal representative would not be appropriate.

Whenever possible, a decision of the appeal and the reasons for it will be given within ten working days of the hearing. This decision will be given in writing and will be final.