

Grievance Policy

Statement of intent.

The aim of the procedure is to provide a member of staff who considers that he or she has a grievance with an opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist, to have it resolved, if possible, at the earliest practicable opportunity. Most grievances can be settled informally with the Pre-School Manager, and the staff member should aim to settle their grievance in this way if possible.

Procedure.

If a grievance cannot be settled informally with the Pre-School Manager, the member of staff should raise it formally with the Pre-School Management committee.

This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a formal grievance.

Stage 1.

In the event of the staff member having a formal grievance relating to his or her employment he or she should, in the first instance, put their complaint in writing and address it to the Committee Chairperson. Where the grievance is against the Chairperson, the complaint should be addressed to an alternative Committee member. The Chairperson/Committee member will then invite the member of staff to a grievance meeting to discuss the grievance. In the first instance only Committee Officers will be involved in the process. The member of staff has the right to be accompanied at this meeting by a fellow employee or person of their choice. The member of staff must take all reasonable steps to attend that meeting.

Following the meeting, the Chairperson/Committee member will endeavour to respond to the grievance as soon as possible and, in any case, within five working days of the grievance meeting. If it is not possible to respond within this time period, the member of staff will be given an explanation for the delay and be told when a response can be expected. The member of staff will be informed in writing of the Chairperson/Committee member's decision on the grievance and notified of their right to appeal against that decision if they are not satisfied with it.

Stage 2.

In the event that the member of staff feels his or her grievance has not been satisfactorily resolved, the member of staff may then appeal in writing to the Committee within five working days of the grievance decision.

On receipt of such a request, all members of the Committee shall make arrangements to hear the grievance at an appeal meeting. At this meeting the member of staff may again, if they wish, be accompanied by a fellow employee or

person of their choice. The member of staff must take all reasonable steps to attend that meeting.

Following the meeting, the Committee will endeavour to respond to the grievance as soon as possible and, in any case, within five working days of the appeal hearing. If it is not possible to respond within this time period, the member of staff will be given an explanation for the delay and be told when a response can be expected. The member of staff will be informed in writing of the Committee's decision on their grievance appeal.

This is the final stage of the grievance procedure and the committee's decision shall be final.

Former employees.

Grievances may also be raised by former employees after employment has ended. In this case, the grievance procedure set out above will continue to apply, unless both parties agree in writing that a modified form of grievance procedure will apply instead.

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre-School held on (Date).....25.2.16.....
Signed on behalf of management committee.....*[Signature]*.....
Role of signatory.....Secretary.....
Term to be reviewed.....Spring Term 2017.....