



The Crypt School Grievance Procedures

Lead Person : Headmaster
Governing Body Committee : Resources, Staff & Pay

1. Grievance Procedures :

1.1. All businesses and organisations, including schools, must now have formal written grievance / dispute procedures in place. The ACAS statutory Code of Practice came into effect on 6th April 2009. The Crypt School's procedure follows the basic practical guidance contained in the Code for employers, employees and their representatives.

1.2. The procedure must be begun without reasonable delay
Any meeting must be in a reasonable place and at a reasonable time.
The employee is entitled to be accompanied by a work colleague or his / her union representative.

2. Minimum Grievance Procedure :

Step 1 : If the employee is unable to settle the matter informally, then he/she should send a written copy of his / her grievance(s) to the line manager, or a more senior manager if the line manager is the subject of the grievance.

Step 2 : The Employer will invite the employee to a meeting to discuss the grievance, once he / she is satisfied that he / she understands the nature of the grievance, and has had a reasonable time to consider it. The employee must make reasonable efforts to attend the arranged meeting. If the employee is unable to attend the meeting the employer should make every effort to arrange a congenial time. Ultimately, however, the employer can arrange a reasonable meeting time and expect the employee to attend. As soon as possible after the meeting the employer must inform the employee of the decision taken and the right to appeal. Workers have a statutory right to be accompanied at the meeting. Witnesses may be called, or statements presented. Any written evidence or information should be made available to all parties before the meeting.

Step 3 : The Employee has a right to appeal. If the employee appeals, the employer invites him / her to an appeal hearing. The appeal should be heard by an appropriate senior person in the organisation. After the meeting the employee is informed of the final decision in writing. Workers have a statutory right to be accompanied at an appeal hearing. Witnesses may be called, or statements presented. Any written evidence or information should be made available to all parties before the meeting.

Adopted by The Crypt School – Resources, Staff & Pay Committee May 2013

Reviewed & Approved by Full Governors – May 2015, May 2016,May 2017
To be reviewed – May 2018