



CHESHIRE WEST AND CHESTER

SCHOOLS HUMAN RESOURCES

MODEL SCHOOL STAFF GRIEVANCE POLICY

1. Introduction

- 1.1 **St Luke's Catholic Primary** actively seeks to promote a harmonious working environment and positive working relationships but acknowledges that there may be instances where employees may have problems or concerns about their work, working environment or working relationships that they may wish to raise and have considered.

2. Policy

- 2.1 **St Luke's Catholic Primary** supports the right of employees to raise legitimate grievances and provides a mechanism for these to be dealt with fairly and speedily before they develop into major problems or potential collective disputes.

3. Aims/Principles

- 3.1 The Grievance Procedure may be used by an employee who has a grievance.
- 3.2 The Grievance Procedure may be used by a group of employees who have a grievance if they wish to pursue it collectively. A collective grievance is one which is submitted by a Trade Union on behalf of a group of employees specifically affected by a policy or practice within the school.
- 3.3 Grievances will be dealt with by the Headteacher or Chair of Governors. In **St Luke's Catholic Primary** the Headteacher may delegate this task to an appropriate line manager.

4. **Scope/Application**

- 4.1 The Grievance Policy and Procedure applies to all employees (teachers and support staff) of the school.
- 4.2 Where a member of staff has a grievance with an individual Governor or Governors which does not involve any other member of staff, it should be submitted to the Headteacher and will immediately be referred to a panel of the Governing Body appointed especially for the purpose, e.g Staffing Sub Committee

5. **Definitions**

- 5.1 A grievance is 'a complaint by an employee about action which their employer has taken or is contemplating taking in relation to them'. Such grievances may relate to terms and conditions of employment, health & safety, relationships at work, new working practices, organisational change, etc. There are instances where recourse to the Grievance Procedure is not appropriate, these exclusions are outlined in the procedure.

6. **Equality Act 2010**

- 6.1 In accordance with its Public Sector Equality Duty, the Governing Body of **St Luke's Catholic Primary** School has given due regard to equality considerations in adopting this policy/procedure and is satisfied that its application will not impact adversely on members of staff who have a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) within the meaning of the Equality Act 2010.

Version	Date Created	Owner	Date Approved by School Staff Panel
1	January 2013	School HR	September 2023