



**STOUR VALE
ACADEMY
TRUST**

GRIEVANCE POLICY

**TO BE READ IN CONJUNCTION WITH THE
STAFFING POLICY STATEMENT**

VERSION / DATE	VERSION 1.0 SEPTEMBER 2024
NEXT VERSION DUE BY	SEPTEMBER 2027

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1. Introduction

- 1.1 This Grievance Policy must be read and applied in conjunction with Stour Vale Academy Trust's Staffing Policy Statement.
- 1.2 The aim of this Policy is to enable an employee to have their grievance heard and to seek redress as appropriate. The intention is that grievances should be settled quickly and fairly and should be first dealt with as close to the source as possible.
- 1.3 There are a number of issues that can cause grievances at work, and these may include working conditions, application or non-application of policies and procedures, environment, relationships with management or colleagues, duties and responsibilities, or work volume. Grievances may relate to discrimination, harassment, bullying or victimisation.
- 1.4 Where the grievance relates to a matter covered by another policy, for example, pay, probation or whistleblowing, then the matter will be dealt with in accordance with the relevant policy. This Grievance Policy may not be used to complain about dismissal or disciplinary action. An employee who is dissatisfied with any formal warning should submit an appeal under the appropriate policy.
- 1.5 Where an employee raises a grievance under any existing policy or procedure, that process may be temporarily suspended in order to deal with the grievance. However, where the grievance and the existing process are related, it may be appropriate to deal with both issues concurrently. The Headteacher/Senior Leader will have the discretion to decide which option is appropriate, in all circumstances.
- 1.6 Those responsible for dealing with employees' grievances will treat them seriously and attempt to resolve them as quickly as possible. There should be no attempt to block an employee's wish to raise the grievance at a higher level.
- 1.7 Employees should recognise that an investigation may be necessary which may delay the process beyond normal time limits.
- 1.8 At any stage of the policy, the Headteacher/Senior Leader may refer to an adviser external to the Trust for guidance to bring about a resolution of the grievance acceptable to both sides outside the formal policy. Such conciliation is without prejudice to the position of both parties in the procedure.

2. Stages of the Grievance Policy

2.1. Stage 1: Informal Grievances

2.1.1 Most grievances can be resolved quickly and informally through discussion. If an employee feels unable to speak to the person causing the grievance, then the employee should speak informally to their immediate line manager. If this does not resolve the issue, the employee should follow the formal procedure below.

2.1.2 If an employee's grievance is against the line manager personally, the grievance may be referred directly to stage 2, but it would normally be reasonable to inform the line manager of this intention.

2.2. Stage 2: Formal Grievances

2.2.1 If an employee is not satisfied their concerns have been addressed informally, the employee should submit a formal grievance. The employee should use the 'Notification of Grievance Form' (Appendix A) to do this and to detail the grounds of their grievance and the remedy that is being sought. The 'Notification of Grievance Form' (Appendix A) should be submitted to the appropriate senior leader, as detailed in the table below:

Your role:	Grievance to be submitted to:	If grievance relates to person indicated, submit to:
School posts, teaching and support	Headteacher	Executive Lead
Headteacher	Executive Lead	CEO
Central team	Head of Service	CEO
Central SLT	CEO	Chair of Board of Trustees
CEO	Board of Trustees	Alternative Board of Trustees Director

2.2.2 The senior leader to whom the grievance has been submitted will normally meet with the employee to hear the grievance and reply as soon as possible, normally within 10 working days,

even if it is only an interim reply pending further investigation.

- 2.2.3 A formal grievance meeting constitutes a formal meeting and should be arranged in conjunction with Stour Vale's Staffing Policy Statement.
- 2.2.4 It may be necessary to carry out an investigation into the grievance. The amount of any investigation required will depend on the nature of the complaints and will vary from case to case. It may involve interviewing and taking statements from the employee, any witnesses, and/or reviewing relevant documents.
- 2.2.5 The employee must co-operate fully and promptly in any investigation. This may include informing those handling the investigation of the names of any relevant witnesses, disclosing any relevant documents and attending interviews.
- 2.2.6 An investigation may be started before a grievance meeting is held, where this is considered appropriate. In other cases, a grievance meeting may be held before deciding what investigation (if any) to carry out. If appropriate and/or necessary, in those cases, a further grievance meeting may be held with the employee after the investigation and before a decision is reached.
- 2.2.7 The written outcome of the grievance meeting will include:
 - a) Any further action to be taken
 - b) Right of appeal
- 2.2.8 Grievances will be heard by the appropriate staff or board member, in accordance with Stour Vale's Scheme of Delegation.

2.3. Stage 3: Grievance Appeal

- 2.3.1 The employee has a right of appeal if the grievance has not been resolved to their satisfaction.
- 2.3.2 Grievance appeals will be heard by a panel, in accordance with Stour Vale's Scheme of Delegation.

3. Appendix A: Employee's Notification of Grievance

This form should be used to submit a grievance in accordance with Stage 2 of the Grievance Policy (formal grievance).

This form should be sent to the appropriate senior leader, as defined in paragraph 2.2.1.

You are advised to keep a copy. Please be aware that the information will, in normal circumstances, be shared with any person/s complained about. Please think carefully about what you write.

Name/s	
Post/s held:	
The nature of your grievance. Please include all relevant facts, dates and names of people involved and any witnesses. (Continue on a separate page, if necessary.)	

When did you first raise your grievance, and with whom? Is this a one-off issue or part of a chain of events?

What action has been taken on your grievance at the informal stage (Stage 1)?

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What steps or action do you want to be taken as a remedy for your grievance?

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If you are a member, you may wish to inform your trade union or professional association representative

If yes: do you wish the representative to receive correspondence?

Yes or No

If yes: please identify the representative and provide their contact details:

Representative name:	
Representative email:	
Representative phone number:	

Printed name:	
Signed:	
Date:	

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
September 2024		<p>New policy, within new policy framework.</p> <p>Removal of links between performance development and pay.</p> <p>Updated references, removing wording of appraisal</p> <p>One policy to apply to all groups of staff</p> <p>Inclusion of Structured Support within Performance Development and separation of Capability into separate policy (Capability Policy)</p>	<p>Review of Stour Vale Academy Trust policies</p> <p>New policy framework</p>

Policy Owner	Central HR Team
Date Adopted	25 September 2024
Last Reviewed	
Next Review Date	
Category	A Policy
<i>Stour Vale Academy Trust Policy Categories</i>	
A policy	To be determined by Trust Board and adopted by LGB. Central Team will add to draft LGB agenda for adoption.
B policy	To be determined by Trust Board. HT and LGB discuss appendices to apply locally and consult staff locally on these. Central Team will add to draft LGB agenda for adoption.
C policy	Trust introduction and/or government guidance provided by Central Team. HT and LGB discuss draft policy and consult staff locally. Central Team will add to draft LGB agenda for adoption.

D policy

HT and LGB discuss draft policy and consult staff locally.
Schools to decide at which meeting D policies are
approved and add to LGB agenda.