

Duchy Preschool & Playgroup, Bradninch				Page 1 of 2	
Document.	012	Grievance Policy			
Revision	02	Approved By	P Whateley	Approval Date	02/01/14

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Statement of Intent

The Duchy Pre-school & Playgroup aims to ensure that staff should be able to raise grievances and have these dealt with in a fair, systematic and consistent way.

Aim

We endeavour to address any grievance quickly, efficiently, fairly and as near as possible to the point of origin.

Introduction

Good team working requires trust and mutual support. This can break down when people have grievances that are not addressed and this can adversely affect performance. Grievances will be taken seriously by management and assessed promptly.

If it is not possible to resolve a grievance informally employees should raise the matter formally with the managing supervisor or the Chair. This should be done in writing and should set out the nature of the grievance.

Grievance Hearing

An investigation is carried out by the personnel sub-committee.

The grievance is heard by the personnel sub-committee along with the Managing Supervisor or Chair. The hearing will be held without unreasonable delay after a grievance is received.

The employee can be accompanied by a companion if they wish.

The employee will be allowed to explain their grievance and how they think it should be resolved.

The hearing will be adjourned if necessary for further investigation.

Following the meeting a decision will be taken decide on what action, if any, to take. This decision will be communicated to the employee, in writing, without unreasonable delay.

If the employee feels that their grievance has not been satisfactorily resolved they can appeal. An appeal will be heard by a different panel (comprising at least 2 trustees) in the presence of the employee and their companion. The decision is then final.

Approved by (signature)	
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Responsibility for periodic review	Personnel Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Reviewed for AGM	15/11/11	AGM
02	Addition of scope statement	02/01/14	PNW

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