



The Dean Close Foundation

Independent, Co-educational, Day and Boarding School

Grievance Procedure – Academic Staff (W016)

Registered Charity No: 1086829

Issue date Jan 18
Review date Jan 19
Owner HR Manager

THE DEAN CLOSE FOUNDATION

GRIEVANCE PROCEDURE – ACADEMIC STAFF

Introduction

1. This policy has been authorised by the Trustees of The Dean Close Foundation (the "Charity") for all of its schools, (the "School"). This policy will be reviewed periodically by the Bursar (or the Finance and General Purpose Committee) on behalf of the Board of Trustees. This Grievance Procedure is applicable to all Academic Staff. It is intended only as a statement of the School's policy and it does not form part of the contract of employment or otherwise have contractual effect. Unless there has been written consent from the Teacher, grievances will not be heard when a Teacher is absent due to illness. If the Teacher has any questions or grievances relating to any aspects of their employment, they may seek redress in the following manner:

Informal Stage

- a. In the first instance the Teacher should endeavour to resolve the matter by a direct approach to the member of staff involved.
- b. If this approach is unsuccessful the Teacher should refer the grievance, either orally or in writing, to the appropriate Headmaster/Headmistress, and the matter will be discussed informally, normally within five working days of the grievance being raised.

Formal Stage

- c. If the grievance is not thereby resolved or if the Teacher considers that they have not been fairly treated, the Teacher may apply in writing to the Headmaster/Headmistress as appropriate, and the matter will be dealt with as a formal grievance. The Teacher should set out details of the grievance as clearly and fully as possible. If a specific outcome is sought this should also be stated in the letter.

Procedure

2. When a Teacher raises a formal grievance:
 - a. It will be investigated without undue delay. The School will, as soon as reasonably practicable, establish the facts and, where appropriate, obtain statements from any available witnesses. The person who investigates the matter, will, as soon as reasonably practicable, establish the facts and, where appropriate, obtain statements from any available witnesses.
 - b. The Teacher will be invited to a grievance hearing with the Headmaster/Headmistress (or where the grievance concerns the Headmaster/Headmistress of their school, the matter will be dealt with by the Headmaster/Headmistress of one of the other schools in the Foundation) as appropriate to discuss the matter. The person who hears this stage of the grievance will **not** be the same person who undertook the investigatory stage.

- a. Following the hearing the Teacher will be informed in writing of the outcome and the reasons for such outcome.
- b. This response will normally be issued no later than 10 days following the hearing. If for any reason it is not possible to respond within this time scale the Teacher will be given an explanation for the delay and told when they will receive a response.
- c. At the formal hearing the Teacher may be accompanied by a colleague or trade union representative of their choice.

Appeal

3.
 - a. If the grievance is not resolved, or if the Teacher considers that they have been unfairly treated, they may appeal by setting out their grounds in writing to the Warden within five working days of receipt of the written outcome.
 - b. An appeal hearing will be convened with the Warden and two others, one of whom must be external and who may or may not be Trustees. The Teacher shall be entitled to at least fourteen days written notice of the appeal hearing.
 - c. The Teacher may be accompanied at the appeal hearing by a colleague or trade union representative.
 - d. Following the appeal hearing the Teacher shall be advised in writing of the outcome, which shall be final.

Records

4. If a Teacher raises a formal grievance, a record will be kept of the grievance, minutes of any hearing, the outcome, any action taken and the reasons for it. These records are confidential and will be retained on the Teacher's personal file in accordance with the Data Protection Act.

Frivolous, vexatious or malicious grievances

5. If a grievance is judged to be frivolous, vexatious or malicious, disciplinary action may be taken against the complainant. Disciplinary action will not be taken if a complaint made in good faith is judged to be unfounded.

