

**Staff Grievance Policy**  
**For all schools in the Bosco Catholic Education Trust**

**This policy has been approved and adopted by the Bosco Catholic  
Education Trust.**

**Approved**

**For review**

## **1. Bosco Catholic Education Trust Mission Statement**

**The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Bournemouth, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership**



- 33 The Academy/Trust Company delegates its authority in the manner set out in this policy.
- 34 The primary purpose of this procedure is to resolve current grievances.
- 35 The primary purpose is not to make findings of fact on historical matters (though this may be required in resolving some grievances).
- 36 The Academy's focus is on the remedial steps required to resolve a grievance.
- 37 The Academy does not speak of grievances being "against" any particular person but rather of grievances "relating" to a particular person.
- 38 The Academy shall seek to resolve any grievance raised by an employee during their notice period and/or garden leave period, using this policy.
- 39 Where an employee has ceased to be an employee (for whatever reason), the Academy shall only continue to deal with a grievance "against" that employee if the grievance is being "against" a trustee.

<b>The Chair of Governors or the Trust Board (or a group of Directors/Governors including the Chair)</b>	<b>The Vice Chair or another non staff Director/Governor (other than the Chair) nominated by the Clerk</b>	<b>Directors'/Governors' Appeal Panel appointed by the Vice Chair (or the Clerk if the matter relates to the Vice Chair)</b>
<b>The whole body of Directors/Governors</b>	<b>The whole body of Directors/Governors</b>	<b>A panel appointed by the Diocesan Schools Service</b>

## **6 Powers Of Resolution Managers**

- 61** As part of the resolution of a grievance raised under the formal procedure at Paragraph 7 below, a Resolution Manager will carry out an investigation into the allegations made by the employee in their Fom GRP1 and/or GRP2 or because of anything discussed at a Stage 1 Resolution Meeting or a Stage 2 Resolution Meeting
- 62** As part of the resolution of a grievance raised under the formal procedure at Paragraph 7 below, a Resolution Manager may, where he/she reasonably believes that such action will result in a partial or full resolution of the grievance:
- 621** Carry out, request an independent investigation into the allegations made by the employee in their Fom GRP1 and/or GRP2 or because of anything discussed at a Stage 1 Resolution Meeting or a Stage 2 Resolution Meeting. The Clerk will appoint the independent investigator within 5 working days of a request by the Resolution Manager;
  - 622** Make a recommendation that the employee who has raised the grievance attend independent mediation with any other party who is the subject of the grievance;
  - 623** Recommend any other reasonable course of action.

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**16 False, Vexatious Or Malicious Grievances**  
**161**

**Staff Grievance  
Form GRP1**



<b>Submitted by</b>	<b>Name:</b>	
	<b>Job Title:</b>	

**1. I wish to formally complain about the behaviour, conduct or decisions of:**

**Parents**

**Pupils**

**Staff (other than the Headteacher)**



**7 The outcome I am seeking to resolve this grievance is**

**8 During the period in which you investigate my grievance, I would like you to consider taking the following steps (if any):**

**9 My grievance does/does not\* include a complaint that I am subject to discrimination, bullying or harassment (if necessary, provide relevant information).**

**13 My companion cannot attend a Resolution Meeting on the following dates/times**



**4 My companion at the Stage 2 Resolution Meeting will be**

**5 My companion cannot attend a Resolution Meeting on the following dates/times**

**Signed**

**Print name**

**Date**

**ORICEUSE ONLY**

**Received by Clerk to Governors on**

**Stage 2 Resolution Manager:**

**Received by Stage 2 Resolution Manager:**

**Resolution Meeting held**