

Grievance Procedure

This policy is effective in all Academies within the Learning without Limits Academy Trust

Associated Policies:	
Complaints Policy	Staff Behaviour (Code of Conduct) Policy
Disciplinary Procedure	Staff Expectations
Social Media Policy	Whistleblowing Policy

Version:3.1

Status:

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1. Policy Statement

- 1.1. It is the Trust's policy to ensure that all employees have access to a procedure to help deal with any grievances relating to their employment, fairly and without unreasonable delay. Where you make us aware that you have a grievance/complaint we will hold a meeting to discuss it with you, carry out any necessary investigation where required, inform you in writing of the outcome, and give you a right of appeal if you are not satisfied.
- 1.2. Issues that may cause grievances include the following, although this list is not exhaustive:
- terms and conditions of employment
 - health and safety
 - work relations
 - new working practices
 - working environment
 - organisational change
 - discrimination
- 1.3. The policy has been written in consultation with recognised trade unions. It has been formally adopted by the Board of Trustees.

2. Who is covered by the procedure?

2.1.

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

5.2. Examples of such behaviour could include, but is not limited to:

or the Trust. In the case of an investigation into a complaint against a Principal the CEO determine who will carry out the investigation.

8.2. You must cooperate fully and promptly in any investigation. This may include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending interviews, as part of our investigation.

8.3. We

12.4.3. State that you have all voluntarily consented to use the collective grievance procedure

12.4.4. Confirm that you understand that the grievance will give each of you the right to only one collective grievance meeting, one identical outcome (if applicable), one appeal meeting and one identical appeal outcome

12.5.

Appendix- Grievance Registration Form Formal Stage

Registration Form to be completed within 10 working days of the conclusion of the informal stage or with the agreement of both parties.

Part A - to be completed by employee registering grievance

Personal Details	
Name:	
Academy:	
Job Title:	
The Grievance	

Please supply written information below, clearly stating the context of your grievance. Remember to attach any supporting papers. If you were given a written response at the informal stage of the grievance process, please attach a copy of that response.

