

Name of Policy:	Staff Grievance Procedures
Name of Setting:	Busy Bees
Overall Aim of Statement:	To resolve problems fairly, promptly and as near as possible to the point of origin, i.e. between the persons most closely involved. This helps prevent minor disagreements developing into more serious disputes.
Specific Objectives/ Statements and Procedures for how you will achieve each one:	<p>We comply with legal requirements.</p> <ul style="list-style-type: none"> • We prevent grievance by creating a close and friendly working environment and allowing opportunities for group discussions at weekly planning meetings the need for grievance procedures should be limited. • Any grievance should be initially brought informally to the pre-school leader Suzanne Summer who will discuss the issue and give a verbal response, if this is not practical then the issue will be looked into and at a subsequent meeting an oral response will be given which will be confirmed in writing within 3 working days. • Staff can access statutory grievance procedures as mentioned in the websites listed below. • If the above does not resolve the problem then the individual can raise the issue with the chairperson in writing. The chairperson will carry out an investigation appropriate to the circumstances and respond in writing. A meeting will then take place between the parties within the shortest possible time and no longer than 6 weeks where an oral response will be given which will be confirmed in writing within 5 working days. • Only events directly connected with the original written grievance can be discussed at this meeting. • Attendance at the meeting will be compulsory for any staff or committee members listed in the original written grievance and by the employee who has raised the grievance. • The employee can be accompanied by a friend or relative to the meeting with the chairperson and to any meetings with the trustees. • The employee will be informed of their right to appeal in the written response generated by the meeting with the chairperson. They must appeal in writing to the chairperson within 14 days. • In the event of an appeal the chairperson will approach the trustees for an appeal meeting and the PLA will also give independent advice. This will take place within 3 months of the written appeal by the employee. The secretary will attend to record the proceedings. • The employee will receive a written response from the appeal within 14 days.

Useful websites	www.acas.org.uk www.pre-school.org.uk www.ofsted.gov.uk
References to other relevant policies:	Equal Opportunities Disciplinary Procedure
Policy Monitoring and Evaluation Information:	Staff and Chairperson
Signature	V Wharldall
Review Date and next review due date: 2014	