



The Crypt School Grievance Policy and Procedure

Lead Person:

Headmaster

Governing Body Committee:

Resources, Staff & Pay Committee

1. About this procedure

- 1.1 We consider it important that all employees have access to a procedure to help deal with any grievances relating to their employment fairly and without unreasonable delay. We aim to investigate any formal grievance you raise, hold a meeting to discuss it with you, inform you in writing of the outcome, and give you a right of appeal if you are not satisfied. The purpose of this procedure is to set out how employees can raise a grievance and how we will investigate and deal with grievances.
- 1.2 This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

2. Who does this procedure apply to?

- 2.1 This procedure applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

3. Who is responsible for this procedure?

- 3.1 The Board of Trustees has overall responsibility for the effective operation of this procedure but has delegated responsibility for overseeing its implementation to the Headmaster. Suggestions for change should be reported to the Headmaster.
- 3.2 Line managers have day-to-day responsibility for this procedure and you should refer any questions about this policy to them in the first instance.
- 3.3 This policy is reviewed every two years by the Resources, Staff and Pay Committee.

4. Using this procedure

- 4.1 Issues that could cause grievances may include:
 - (a) terms and conditions of employment;
 - (b) health and safety;
 - (c) work relations;

- (d) bullying & harassment;
- (e) sexual harassment;
- (f) new working practices;
- (g) working environment;
- (h) organisational change; and
- (i) discrimination.

4.2 This Grievance Procedure should not be used to complain about dismissal or disciplinary action. If you are dissatisfied with any disciplinary action, you should submit an appeal under the appropriate procedure. Our policies are available on the School website and from the School Office. We operate a separate Whistleblowing Policy to enable employees to report illegal activities, wrongdoing or malpractice. However, where you are directly affected by the matter in question, or where you feel you have been victimised for an act of whistleblowing, you may raise the matter under this Grievance Procedure. The Whistleblowing Policy is available on the School website and from the School Office.

4.3 If you have difficulty at any stage of the Grievance Procedure because of a disability or because English is not your first language, you should discuss the situation with your line manager as soon as possible.

4.4 Written grievances will be placed on your personnel file along with a record of any decisions taken and any notes or other documents compiled during the grievance process. These will be processed in accordance with our Data Protection Policy.

5. Raising grievances informally

5.1 Most grievances can be resolved quickly and informally through discussion with your line manager. If you feel unable to speak to your line manager because the complaint concerns them, then you should speak informally to the relevant Senior Leadership Team performance line manager for your department. If this does not resolve the issue, you should follow the formal procedure below.

6. Formal written grievances

6.1 If your grievance cannot be resolved informally you should put it in writing and submit it to your line manager, indicating that it is a formal grievance. If the grievance concerns your line manager, you should submit it to the relevant Senior Leadership Team performance line manager for your department.

6.2 The written grievance should contain a brief description of the nature of your complaint, including any relevant facts, dates, and names of individuals involved. In some situations, we may ask you to provide further information.

7. Investigations

- 7.1 It may be necessary for us to carry out an investigation into your grievance. The amount of any investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents. The investigation may be carried out by your line manager **OR** a Senior Leader or someone else appointed by the Headmaster.
- 7.2 You must co-operate 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.
- 7.3 We may initiate an investigation before holding a grievance meeting where we consider this appropriate. In other cases we may hold a grievance meeting before deciding what investigation (if any) to carry out. In those cases we will hold a further grievance meeting with you after our investigation and before we reach a decision.

8. Right to be accompanied

- 8.1 You may bring a companion to any grievance meeting or appeal meeting under this procedure. The companion may be either a trade union representative or a colleague. You must tell the person holding the grievance meeting who your chosen companion is, in good time before the meeting.
- 8.2 At the meeting, your companion may make representations to us and ask questions but should not answer questions on your behalf. You may talk privately with them at any time during the meeting.
- 8.3 Acting as a companion is voluntary and your colleagues are under no obligation to do so. If they agree to do so they will be allowed reasonable time off from duties without loss of pay to act as a companion.
- 8.4 If your chosen companion is unavailable at the time a meeting is scheduled and will not be available for more than five working days afterwards, we may ask you to choose someone else.
- 8.5 We may, at our discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of your family) if this will help overcome a disability, or if you have difficulty understanding English.

9. Grievance meetings

- 9.1 We will arrange a grievance meeting, normally to take place within 5 working days of receiving your written grievance. We will inform you if there is a significant delay to this timeframe.

- 9.2 You and your companion (if any) should make every effort to attend grievance meetings. If you or your companion cannot attend at the time specified, you should inform us immediately and we will try, within reason, to agree an alternative time within a week of the original proposed date.
- 9.3 The purpose of a grievance meeting is to enable you to explain your grievance and how you think it should be resolved, and to assist us to reach a decision based on the available evidence and the representations you have made.
- 9.4 After an initial grievance meeting, we may carry out further investigations and hold further grievance meetings as we consider appropriate. Such meetings will be arranged without unreasonable delay.
- 9.5 We will write to you, usually within one week of the final grievance meeting, to inform you of the outcome of your grievance and any further action that we intend to take to resolve the grievance. We will also remind you of your right of appeal. Where appropriate we may hold a meeting to give you this information in person.
10. **Appeals**
- 10.1 If the grievance has not been resolved to your satisfaction you may appeal in writing to the person named within the outcome letter, stating your full grounds of appeal, within 5 working days of the date on which the decision was sent or given to you.
- 10.2 We will hold an appeal meeting, normally within five working days of receiving your written appeal. Where practicable, the appeal hearing will be conducted by a senior manager who has not been previously involved in the case and is senior to the individual who conducted the previous meeting. In some cases a panel of Governors/Trustees may hear an appeal. They may ask anyone previously involved to be present. You have the right to bring a colleague or trade union representative to the meeting (see 8).
- 10.3 We will confirm our final decision in writing, usually within one week of the appeal hearing. This is the end of the procedure and there is no further appeal.

Approved by Resources, Staff & Pay Committee: January 2026

Review cycle: 2 years

Date of next review: January 2028