



CTKCC
Christ the King
Catholic Collegiate
Together as one community
with Christ at the centre



Staff Grievance Resolution Policy and Procedure

Date: October 2023

Adopted: 24 October 2023

Review: July 2025



1. DEFINITIONS

In this Grievance Resolution Policy and Procedure, unless the context otherwise requires, the following expressions shall have the following meanings:

- i. 'Academy' means the Multi-Academy named at the beginning of this Grievance Policy and Procedure and includes all sites upon which the academy undertaking is, from time to time, being carried out.
- ii. 'Multi-Academy Company' means the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.
- iii. 'Board' means the Board of Directors of Christ the King Catholic Collegiate.
- iv. 'Chair' means the Chair of the Board or the Chair of the Local Governing Body of the Academy appointed from time to time, as appropriate.
- v. 'Clerk' means the Clerk to the Board or the Clerk to the Local Governing Body of the Academy appointed from time to time, as appropriate.
- vi. 'Companion' means a willing work colleague not involved in the substance of the employee's performance issues under review by this Grievance Policy and Procedure, or an accredited trade union representative or an official employed by a trade union who will be expected to make themselves available for the periods of time necessary to meet timescales under this Grievance Policy and Procedure.

- vii. 'Diocesan Schools Commission' means the education service provided by the diocese, which may also be known, or referred to, as the Diocesan Education Service.
- viii. 'Directors' means directors appointed to the Board of the Multi-Academy Company.
- ix. 'Governing Board' means the body carrying out the employment functions of Christ the King Catholic Collegiate and such term may include the Board of Directors and the Local Governing Body of the Academy.
- x. 'Governors' means the governors appointed and elected to the Local Governing Body of the Academy, from time to time.
- xi. 'Local Governing Body' means the group of governors appointed and elected to carry out specified functions in relation to the Academy as delegated by the Christ the King Catholic Collegiate Board of Directors.
- xii. 'Resolution Manager' or 'Manager' means a Stage 1 Resolution Manager and/or a Stage 2 Resolution Manager, as the context so requires, appointed in accordance with Paragraph 3 to conduct the formal procedure set out at Paragraph 5.
- xiii. 'Vice-Chair' means the Vice-Chair of the Board of Directors or the Vice-Chair of the Local Governing Body of the Academy elected from time to time, as appropriate.

Record of Amendments

Number	Brief Description	Date	Amended By

Contents

1. DEFINITIONS	1
Record of Amendments	2
2. SCOPE OF PROCEDURE	4
3. INFORMAL RESOLUTION.....	6
4. RESOLUTION MANAGERS.....	6
5. POWERS OF RESOLUTION MANAGERS	8
6. FORMAL GRIEVANCE	8
6.1 Stage 1	8
6.2 Stage 2 (APPEAL)	9
7. DIRECTORS'/GOVERNORS' APPEAL PANEL	9
8. COMPANION.....	10
9. CONFIDENTIALITY AND TRANSPARENCY	10
10. TIMING OF MEETINGS	11
11. VENUE FOR RESOLUTION MEETINGS	11
12. ASSISTANCE	11
13. FALSE, VEXATIOUS OR MALICIOUS GRIEVANCES	11
14. PUBLIC INTEREST DISCLOSURE/WHISTLEBLOWING.....	12
15. PROTECTION FROM VICTIMISATION	12

2. SCOPE OF PROCEDURE

- 2.1 This Grievance Resolution Policy and Procedure is available to any person insofar as any grievance relates to their work within Christ the King Catholic Collegiate and they are employed or work at CtkCC (hereinafter referred to as an “employee” or “you”).
- 2.2 Christ the King Catholic Collegiate is committed to ensuring respect, objectivity, belief in the individual, consistency of treatment and fairness in the operation of this policy. This commitment extends to promoting equality of opportunity and eliminating unlawful discrimination throughout the academy community.
- 2.3 This Grievance Policy and Procedure offers opportunities to ensure justice for teachers, support staff and pupils alike and has the potential for the expression of Christian qualities such as honesty, self-knowledge, respect for others and their gifts, recognition of the needs and achievements of others, challenge to self and others, personal growth and openness.
- 2.4 This procedure **can** be used to:
- a. Bring about a resolution to your work-related grievance unless the situation is listed at 1.5 Below as falling into a separate procedure
 - b. To raise a grievance in relation to (but not limited to) terms and conditions of employment, health and safety, work relations, bullying and harassment, new working practices, working environment, organisational change and discrimination
- 2.5 This procedure **cannot** be used to:
- a. complain about the use of any other procedure or process (e.g. disciplinary, capability, restructuring etc) in relation to you whilst that procedure is being followed unless your complaint relates to fair implementation of such policy and process;
 - b. appeal against any formal or informal disciplinary sanction;
 - c. appeal against any decision to terminate your employment whether on grounds of ill-health, incapacity, redundancy, misconduct, poor performance or other grounds;
 - d. appeal against selection for redundancy;
 - e. complain about, or appeal against, any decision relating to pay or grading. Such matters are covered by the Christ the King Catholic Collegiate Pay Policy;
 - f. complain about or appeal against any decision relating to your pension. Separate Dispute Resolution Procedures have been set up by the Teachers’ Pension Scheme and the local fund of the Local Government Pension Scheme;
 - g. complain about any matter that forms a collective grievance where the appropriate mechanism is for representations to be made by the appropriate trade union representatives;
 - h. complain about any matter which is properly the subject of a statutory consultation process;

- i. complain about matters which have been, or should have been, brought under a separate policy or procedure operated by Christ the King Catholic Collegiate, such as the Complaints Policy and Procedure or Whistleblowing Policy and Procedure; or
 - j. complain about matters which are more than three months old where the grievance has already been dealt with or is no longer relevant or live.
 - k. Raise a safeguarding concern in relation to (a) Child(ren) as any such concern should be reported immediately to the Designated Safeguarding Lead (DSL) or the Local Authority Designated Officer or appropriate authority as specified in the respective Academy Safeguarding Policy.
- 2.6 Christ the King Catholic Collegiate delegates its authority in the manner set out in this policy.
- 2.7 The primary purpose of this procedure is to resolve current grievances.
- 2.8 The primary purpose is not to make findings of fact on historical matters (though this may be required in resolving some grievances).
- 2.9 Christ the King Catholic Collegiate's focus is on the remedial steps required to resolve a grievance.
- 2.10 Christ the King Catholic Collegiate does not speak of grievances being "against" any particular person but rather of grievances "relating" to a particular person.
- 2.11 Christ the King Catholic Collegiate shall seek to resolve any grievance raised by an employee during their notice period and/or garden leave period, using this policy.
- 2.12 Where an employee has ceased to be an employee (for whatever reason), Christ the King Catholic Collegiate shall only consider post-termination grievances where it was not reasonably practicable for the employee to have raised such grievance during the course of their employment, subject always to paragraph 1.5 j.
- 2.13 There may be occasions where this procedure needs to be modified to comply with the requirements of Academy Child Protection and Safeguarding Policies, for example, by allowing the Local Authority Designated Officer to offer advice to the Governing Board at appropriate stages, or where an employee has a disability which means that reasonable adjustments need to be made to this procedure. Where the CtKCC Child protection and Safeguarding Policies are invoked this Grievance Policy and Procedure may be suspended until such time as the Board determines, in its sole discretion, that it is appropriate to resume it. All modifications will be discussed with the employee.
- 2.14 Subject to Paragraph's 1.5 (a) and (b), there may be occasions when an employee brings a grievance pursuant to this Grievance Resolution Policy and Procedure in connection with actions taken under the CtKCC Disciplinary Policy and Procedure. This shall not lead to any automatic delay or pause in the conduct of any matters under the CtKCC Disciplinary Policy and Procedure. In such circumstances, the employee and the Headteacher, or in the case where the disciplinary matter relates to the Headteacher, the Chair will meet to discuss whether or not the CtKCC Disciplinary Policy and Procedure should be suspended whilst the

grievance is dealt with. The final decision as to whether or not to suspend the Disciplinary Policy and Procedure in such circumstances will be taken by the Headteacher or the Chair (as appropriate) and their decision shall be final.

- 2.15 In this policy “working day” means any day on which you would ordinarily work if you were a full time employee. In other words, “working day” will apply differently to teaching and non-teaching staff. However, part-time and full-time staff will not be treated differently for the purposes of implementing this policy and procedure.

3. INFORMAL RESOLUTION

- 3.1 Christ the King Catholic Collegiate encourages employees to resolve grievances informally and without recourse to the formal grievance wherever possible.
- 3.2 Before raising a formal grievance under this procedure, you should try to resolve the matter informally either through your line manager or, where possible, with the other party.
- 3.3 Where there is scope to reach a resolution informally, various strategies will be discussed with you and you may wish to suggest possible strategies that may assist in reaching informal resolution.
- 3.4 Examples of informal action might include engaging in informal discussions with you; introducing team building sessions; offering team training; mediation sessions or other appropriate options depending on the specific circumstances of the grievance. Where a grievance is raised informally, in order to reach a resolution you will need to be able to explain what outcome you are seeking.
- 3.5 Following an informal resolution meeting, you will be provided with a note of the meeting and you will have the opportunity to provide written comments on the note of the meeting prior to it being included in your personnel file.
- 3.6 If an employee does not feel that there is a reasonable prospect of resolving their grievance informally and/or if attempts to do so have been unsuccessful, they may invoke the formal grievance resolution procedure.

4. RESOLUTION MANAGERS

The Resolution Manager should, where possible, be someone not personally involved in the matter which is the subject of the grievance and will be appointed in accordance with the table below depending on the subject matter of the grievance:

<i>Your grievance relates to</i>	<i>Stage 1 Resolution Manager</i>	<i>Stage 2 Resolution Manager</i>
Pupils, parents or staff (other than the Headteacher)	The Headteacher	CEO and Chair of the LGB
The Headteacher	The Chair of the LGB	Governors Appeal Panel appointed by the Vice-Chair of the LGB and including the CEO
A Governor or Governors (other than the Chair)	The Chair of the Board of Directors	Directors' Appeal Panel appointed by the Vice Chair of the Board
The Chair of the LGB (or a group of Governors including the Chair)	The Chair of the Board of Directors	Directors' Appeal Panel appointed by the Vice Chair of the Board (or the Clerk if the matter relates to the Vice-Chair)
The whole LGB	The Board of Directors	A panel agreed by the Diocesan Education Service
A Director or Directors (other than the Chair)	The Chair of the Board of Directors	Directors' Appeal Panel appointed by the Vice Chair of the Board (or the Clerk if the matter relates to the Vice-Chair)
The Chair of the Board	The Vice Chair of the Board	Directors' Appeal Panel appointed by the Clerk
The CEO	The Chair of the Board of Directors	Directors' Appeal Panel appointed by the Vice Chair of the Board
The whole body of Directors	The Clerk	A panel agreed by the Diocesan Education Service

5. POWERS OF RESOLUTION MANAGERS

- 5.1 As part of the resolution of a grievance raised under the formal procedure at Paragraph 5 below, a Resolution Manager will carry out an investigation into the allegations made by the employee in their Form [GRP1](#) and/or [GRP2](#) or as a result of anything discussed at a Stage 1 Resolution Meeting or a Stage 2 Resolution Meeting.
- 5.2 As part of the resolution of a grievance raised under the formal procedure at Paragraph 5 below, a Resolution Manager may, where he/she reasonably believes that such action will result in a partial or full resolution of the grievance:
- a. Request an independent investigation be carried out into the allegations made by the employee in their Form GRP1 and/or GRP2 or as a result 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;
 - b. 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;
 - c. Recommend any other reasonable course of action.
- 5.3 Nothing in this Paragraph 5 shall prejudice Christ the King Catholic Collegiate general right to deal with grievances with the assistance specified in Paragraph 11.

6. FORMAL GRIEVANCE

6.1 Stage 1

- a. If you have not been able to resolve a problem through informal discussions in accordance with Paragraph 2, you must use Form GRP1 (Appendix 1 to this Policy or available from the HR Manager) and submit it to the Clerk. The Clerk will acknowledge receipt of your form GRP1 within 3 working days).
- b. The Clerk will formally appoint a Stage 1 Resolution Manager following the guidance in Paragraph 3 above.
- c. The Stage 1 Resolution Manager will arrange to meet with you as soon as possible to discuss your grievance. This meeting is a Stage 1 Resolution Meeting and will normally be held within 10 working days of the Stage 1 Resolution Manager receiving your completed Form GRP1 from the Clerk. You will be informed of the date of the Stage 1 Resolution Meeting in writing. At the Stage 1 Resolution Meeting, the Stage 1 Resolution Manager will ask you to explain the nature of your grievance and will invite you to suggest how it can be resolved. The Stage 1 Resolution Manager will then discuss the matter with you with a view to understanding how your grievance might be resolved. Stage 1 Resolution Meetings may be adjourned if the Stage 1 Resolution Manager, in their sole discretion, determines that further investigations are required in order to resolve the grievance. If a Stage 1 Resolution Meeting is adjourned the reconvened meeting will be arranged once the further investigation is complete and you will be provided with at least 5 Working Days' notice in writing of the date of the reconvened meeting.

- d. The Stage 1 Resolution Manager will confirm the outcome of the Stage 1 Resolution Meeting in writing to you within 5 working days of the date of the Stage 1 Resolution Meeting (“the Stage 1 Resolution Letter”). The outcome of your grievance will be set out in the Stage 1 Resolution Letter as follows:
 - Your grievance is upheld and you will be told what action will be taken: or;
 - Your grievance is partially upheld and you will be told what action will be taken; or;
 - Your grievance is not upheld

6.2 Stage 2 (APPEAL)

- a. In the event that you are not satisfied with the outcome of the Stage 1 Resolution Meeting as set out in the Stage 1 Resolution Letter, you can appeal by sending a completed Form GRP2 (available on the Academy’s Intranet or other relevant place as notified to you by the Academy) to the Clerk within 5 working days of the Stage 1 Resolution Letter being sent to you. The Clerk will acknowledge receipt of your Form GRP2 within 3 Working Days of receipt by the Clerk.
- b. The Clerk will formally appoint a Stage 2 Resolution Manager (who will not be the Stage 1 Resolution Manager) following the guidance in Paragraph 3 above.
- c. The Stage 2 Resolution Manager will arrange to meet with you as soon as possible to discuss your appeal. This meeting is a Stage 2 Resolution Meeting and it will normally be held within 10 working days of receiving your completed Form GRP2 from the Clerk. You will be informed of the date of the Stage 2 Resolution Meeting in writing.
- d. The Stage 2 Resolution Manager will confirm the outcome of the Stage 2 Resolution Meeting in writing to you within 5 working days of the date of the Stage 2 Resolution Meeting (“the Stage 2 Resolution Letter”). The decision of the Stage 2 Resolution Manager is final and there will be no further right of appeal. The outcome of your appeal will be set out in the Stage 2 Resolution Letter as follows:
 - your appeal is upheld and you will be told what action will be taken, or
 - your appeal is not upheld

6.3 You will be provided with a copy of the notes from Stage 2 Resolution Meeting with the Stage 2 Resolution Letter

7. DIRECTORS’/GOVERNORS’ APPEAL PANEL

7.1 The Directors’/Governors’ Appeal Panel shall comprise two or three non-staff Directors/Governors not previously involved in the matter and shall not comprise the Chair or Vice-Chair unless there are insufficient numbers of non-staff Directors/Governors not previously involved in the matter, in which case the Chair and/or Vice-Chair may be appointed to a Directors’/Governors’ Appeal Panel.

7.2 In the exceptional event that there are insufficient numbers of Directors available to participate in the Directors' Appeal Panel, Christ the King Catholic Collegiate may appoint associate members solely to participate in the Directors' Appeal Panel on the recommendation of the Diocesan Education Service.

8. COMPANION

8.1 If you are an employee and have presented a completed Form GRP1 you may be accompanied at any meetings under this policy by a Companion. The companion can only be either a work colleague or a Trade Union Representative.

8.2 You must let the relevant Resolution Manager know who your Companion will be at least one working day before the relevant Resolution Meeting.

8.3 If you have any particular reasonable need, for example, because you have a disability, you may also be accompanied by a suitable helper.

8.4 Your Companion can address the Resolution Meeting in order to:

- a. put your case;
- b. sum up your case;
- c. respond on your behalf to any view expressed at the Resolution Meeting; and
- d. ask questions on your behalf.

8.5 Your Companion can also confer with you during the meeting.

8.6 Your Companion has no right to:

- a. answer questions on your behalf;
- b. address the meeting if you do not wish it; or
- c. prevent you from explaining your case.

8.7 Where you have identified your Companion and they have confirmed in writing to the relevant Resolution Manager that they cannot attend the date or time set for the Resolution Meeting, the relevant Resolution Manager will postpone the Resolution Meeting for no more than five working days from the date set by the Academy to a date or time agreed with your Companion provided that it is reasonable in all the circumstances. Should your Companion subsequently be unable to attend the rearranged Resolution Meeting, the Resolution Meeting may be held in their absence or written representations will be accepted.

9. CONFIDENTIALITY AND TRANSPARENCY

9.1 Proceedings and records of any grievance will be kept as confidential as possible but you must appreciate that circumstances can mean that grievances cannot always be dealt with on an entirely confidential basis.

9.2 A grievance you raise could result in the instigation of disciplinary action in respect of another employee and, to protect the confidentiality of that process, Christ the King Catholic Collegiate may not be able to inform you of the fact of the disciplinary process or of the disciplinary action which has been taken as a result of your grievance, if any.

- 9.3 The parties should not disclose the fact or content of any grievance to any employee or third party without the express consent of the Resolution Manager (except that you are allowed to approach a prospective Companion). Failure to comply with this clause may render you liable to disciplinary action under the Christ the King Catholic Collegiate Disciplinary Policy and Procedure.
- 9.4 At the conclusion of your grievance, and after any related disciplinary or other processes have been completed, a report will be presented to the non-staff Directors at a full meeting of the Governing Board as a confidential item.

10. TIMING OF MEETINGS

Meetings under this procedure may:

- 10.1 need to be held when you were timetabled to teach;
- 10.2 exceptionally be held during planning, preparation and administration time if this does not impact on lesson preparation;
- 10.3 be held after the end of the school day;
- 10.4 not be held on days on which you would not ordinarily work;
- 10.5 be extended by agreement between the parties if the time limits cannot be met for any justifiable reason.
- 10.6 Where an employee is persistently unable or unwilling to attend a meeting without good cause the Resolution Manager will make a decision on the evidence available.

11. VENUE FOR RESOLUTION MEETINGS

If your grievance raises sensitive issues, the relevant Resolution Manager may hold the meeting off the Academy site.

12. ASSISTANCE

- 12.1 Where a formal grievance relates to a matter concerning the religious character of the Academy, your completed Form GRP1 and any other relevant information will be sent by Christ the King Catholic Collegiate to the Diocesan Schools Commission who may appoint an adviser to assist the Academy in responding to your grievance.
- 12.2 In all cases the Academy may seek assistance from the Diocesan Schools Commission.

13. FALSE, VEXATIOUS OR MALICIOUS GRIEVANCES

Making a false, vexatious or malicious grievance under this procedure is a serious disciplinary offence which could result in dismissal for gross misconduct. If the Resolution Manager believes the grievance is false, malicious or vexatious a new investigation under the CtKCC Disciplinary Policy and Procedure will take place. The fact that an allegation has not been substantiated following a formal investigation should not mean that it will automatically be considered false, malicious or vexatious.

14. PUBLIC INTEREST DISCLOSURE/WHISTLEBLOWING

You should be aware that a grievance may, in certain cases, amount to a protected disclosure under the Employment Rights Act (please see the Christ the King Catholic Collegiate Public Interest Disclosure Policy and Procedure for further details). You will not be allowed to raise the same matter under both policies.

15. PROTECTION FROM VICTIMISATION

The Grievance Policy and Procedure allows staff to seek to resolve grievances without fear of reprisals, victimisation or disadvantage.

CHRIST THE KING CATHOLIC COLLEGIATE

GRIEVANCE RESOLUTION POLICY AND PROCEDURE

FORM GRP1

NOTIFICATION OF FORMAL GRIEVANCE TO THE CLERK TO BOARD OF DIRECTORS

Submitted by:	Name:	
	Job Title:	

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

Parents

Pupils

Staff (other than the Headteacher)

Headteacher

A Director

The Chair of the Board of Directors

The Directors as a whole

2. The details of my complaint are *(where possible please identify dates, times and names)*:

3. **EITHER** I have attempted to resolve my grievance informally by (please detail your attempts at informal resolution) **OR** I have not attempted to resolve this matter informally because *(delete where appropriate)*:

4. In considering my grievance, I ask you to consider speaking to the following:

5. In considering my grievance, I ask you to look at the following attached documents:

6. In considering my grievance, I ask you to look for the following documents:

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.

10. My grievance does/does not* include a complaint that raises a child protection issue.

11. I will/will not* need special help at my Resolution Meeting.

12. My companion at the Stage 1 Resolution Meeting will be:

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

-
-

I have read the Christ the King Catholic Collegiate Grievance Resolution Policy and Procedure and am aware that false, malicious or vexatious grievances may result in disciplinary action against me for gross misconduct. I am aware that the GRP1 may be forwarded to the Diocesan Schools Commission and to the Designated Person for Child Protection. I am aware that a report on the outcome of this grievance will be submitted to the Board of Directors.

Signed:

**Print
name:**

Date:

OFFICE USE ONLY

Received by Clerk to Governors on:

Stage 1 Resolution Manager:

Received by Stage 1 Resolution Manager:

Resolution Meeting held:

Refer to DSC: YES/NO

Refer to Designated Person CP: YES/NO

** delete as appropriate*

CHRIST THE KING CATHOLIC COLLEGIATE
GRIEVANCE RESOLUTION POLICY AND PROCEDURE
FORM GRP2

NOTIFICATION OF FORMAL GRIEVANCE TO THE CLERK TO BOARD OF DIRECTORS

Submitted by:	Name:	
	Job Title:	
Stage 1 Resolution Manager:		

1. I wish to formally appeal against the Stage 1 Resolution Manager's decision.

I attach:

A copy of my Form GRP1

The Stage 1 Resolution Letter

2. I disagree with the Stage 1 Resolution Letter because:

3. I want the Stage 2 Resolution Manager to:

4. I will/will not* need special help at the Stage 2 Resolution Meeting.

5. My companion at the Stage 2 Resolution Meeting will be:

6. My companion cannot attend a Resolution Meeting on the following dates/times:

-
-
-

I have read the Christ the King Catholic Collegiate Grievance Resolution Policy and Procedure and am aware that false, malicious or vexatious grievances may result in disciplinary action against me for gross misconduct. I am aware that the GRP1 and GRP2 may be forwarded to the Diocesan Schools Commission and to the Designated Person for Child Protection. I am aware that a report on the outcome of this grievance will be submitted to the Board of Directors.

Signed:

Print name:

Date:

OFFICE USE ONLY

Received by Clerk to Governors on:

Stage 2 Resolution Manager:

Received by Stage 2 Resolution Manager:

Resolution Meeting held:

** delete as appropriate*