



Loughton School

Grievance Policy

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Statement of intent

Loughton School believes that all employees should be treated fairly and with respect. We work to develop good professional relationships between colleagues; however, we understand that sometimes conflicts may arise. Through maintaining open communication, we want our employees to feel able to raise any grievances so that appropriate and effective solutions can be put in place.

This policy should be used for work-related issues such as concerns over working environments or a colleague's behaviour. Grievances relating to discrimination are also covered within this policy.

This policy applies to both teaching and support staff following adoption by the Governing Body. It also applies to ex-employees who raise a grievance in writing within four weeks of leaving the school.

By implementing and following the procedures in this policy, the school aims to:

- Provide a platform for grievances to be processed and handled fairly and consistently.
- Constructively resolve grievances in a way that avoids damaging professional relationships.
- Enable any employee to have their grievances heard and addressed.
- Encourage a harmonious working environment.
- Set out lawful, non-discriminatory, fair and effective arrangements for dealing with employee concerns or grievances.

The Governing Body and Senior Leadership Team are committed to ensuring:

- that no employee will suffer any detriment in the form of victimisation by asserting their statutory right to raise a grievance
- that witnesses are protected against detriment as a result of acting as a witness during a grievance process.

1 Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Employment Act 2002
- The Data Protection Act 2018
- The General Data Protection Act 2018
- The Equality Act 2010

This policy has due regard to guidance including, but not limited to, the following:

- ACAS (2015) 'Code of practice on disciplinary and grievance procedures'

This policy operates in conjunction with the following school policies:

- Confidentiality Policy
- Staff Code of Conduct
- GDPR policy
- Whistleblowing Policy
- Equality duty policy
- Equal Opportunities Policy
- Disciplinary Policy and Procedure

2 Roles and responsibilities

The Governing Body is responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it annually.
- Ensuring that all members of staff read and understand the provisions in this policy.
- Assuming the Headteacher's responsibilities, where a grievance is in relation to the Headteacher.
- Determining the outcome of a grievance appeal.
- Ensuring no member of staff is discriminated against, in accordance with the Equality Act 2010.
- Handling any incidents of malicious grievance reporting.
- Handling any disciplinary actions following a grievance being raised.

The Chair of Governors is responsible for:

- Treating all grievances seriously, dealing with each one fairly, consistently and sensitively.
- Owning the grievance process (if a grievance is raised against a Headteacher)

ensuring that it proceeds within the timescales of the Grievance Policy.

- Collaborating with another school's governing body, if we do not have enough governors to sit on the panels.
- Notifying the Headteacher, when an informal or formal grievance has been raised against him/her.
- Ensuring that the grievance procedures are followed correctly, seeking advice, when required, from the school's HR provider.
- Using all available guidance and advice to gather a clear understanding of the policy and legal context to grievance situations.
- Maintaining confidentiality and keep records of all relevant conversations and decisions.

The clerk to governors is responsible for:

- Forming an appeal panel, where necessary.

The Headteacher is responsible for:

[The grievance officer is typically the headteacher; however, another suitable member of the school's leadership team may fulfil the role.]

- The day-to-day implementation of this policy.
- Acting as the grievance officer, unless the grievance concerns them, or assigning the role to another suitable member of the school's SLT.
- Assessing information during grievance meetings and investigations and assisting the investigation officer in determining the best course of action.
- Attempting to resolve all issues informally before they become formal grievances
- Treating all grievances seriously dealing with each one fairly, consistently and sensitively.
- Handling any grievances that are brought to their attention.
- Overseeing any grievances raised by employees.
- Ensuring that the grievance procedures are followed correctly, seeking advice from the school's HR provider
- Appointing a Grievance Officer, who assists the Headteacher in handling any grievances.
- Working with the Grievance Officer to resolve any grievances as appropriate.
- Writing and delivering grievance outcome letters.

Note: for the purposes of implementing the grievance policy, 'Headteacher' means, in the absence of the Headteacher, a representative who is either a Deputy Headteacher or another senior member of staff who has formally been nominated by the Headteacher. In exceptional circumstances, where Governors do not deem it appropriate for a member of staff to lead the process, it means the Chair of Governors or his/her representative.

Line managers are responsible for:

- Monitoring the working environments of colleagues to identify any conflicts and try and resolve these informally before they become formal grievances.
- Promoting positive working environments.
- Managing the informal stages of the grievance procedure.
- Working with the Grievance Officer and Headteacher to investigate any grievances of their line managers.

The Grievance Officer is responsible for:

- Resolving employees' formal grievances promptly.
- Assisting with the grievance investigation.
- Presenting information at grievance meetings and during any appeal hearings.
- Making any reasonable adjustments to ensure employees are able to attend meetings.
- Remaining unbiased and listening to all sides of the grievance to uncover the truth.
- Appointing an Investigation Officer.
- Being a witness at appeal hearings.
- Determining what the grievance outcome will be with the Headteacher – unless the grievance goes to an appeal, in which case the Governing Body is responsible
- [Where the grievance officer is not the headteacher and the grievance does not involve the headteacher.] Working with the headteacher and keeping them informed of developments, as appropriate.

The Investigation Officer is responsible for:

- Investigating the facts of a grievance, as directed by the Grievance Officer and Headteacher where applicable.
- Providing a complete investigation report, within a recommended timeline.
- Providing evidence at grievance meetings.
- Maintaining impartiality and ensure there is no conflict of interest that might prejudice a fair investigation
- Maintaining confidentiality.
- Standing as a witness during any appeal hearings.
- Liaising with the Headteacher, Grievance Officer and HR provider to gain a full understanding of the nature and scope of an investigation.

Employees are responsible for:

- Seeking to resolve issues informally before raising a formal grievance.
- Raising grievances without unreasonable delay.
- Submitting formal grievances in writing to the grievance officer within four months, using the [Employee Grievance Form \(Appendix 1\)](#).
- Ensuring any grievances that they raise are truthful and fair.
- Engaging with Headteacher, to genuinely seek resolution to a grievance.
- Co-operating in any investigation being carried out.
- Attending grievance meetings.

- Maintaining confidentiality.

Human Resources are responsible for:

- Maintaining close contact with the Chair of Governors/Headteacher/Investigating Officer throughout a grievance process.
- Providing advice and guidance on meetings, investigation reports, appeals and standard documentation.
- Advising on the grievance procedure to ensure compliance with the law, fairness and consistency.
- Attending grievance meetings and appeal meetings in an advisory capacity
- Ensuring records of investigations and meetings should be placed on the appropriate file held by the School's HR provider.
- Maintaining confidentiality.

3 When to raise a grievance

Grievances can be raised when employees have issues with the following (this list is not exhaustive):

- Terms and conditions of their employment
- Health and safety at the school
- Work relationships
- Bullying or harassment
- Working practices
- Organisational changes
- Discrimination

Staff will be aware of the difference between this policy and the Whistleblowing Policy and will ensure that they report concerns and grievances appropriately.

This policy does not apply to:

- Personal disagreements between employees that are not connected with their duties within the school.
- Restarting grievances that have since been closed, unless the facts of the matter have changed. If there has been a change in facts, this policy should be followed.
- Pay gradings – these are addressed by the Pay Policy.
- Collective grievances – these should be handled in accordance with a collective grievance process.

If employees are raising a concern regarding the safeguarding of children or vulnerable adults, the Local Authority Designated Officer will be informed immediately and no further actions will be taken in line with this policy until the Headteacher has been advised otherwise.

Grievances should be raised when “something is believed to be wrong or unfair”. Employees should be aware that they must not use the Grievance Policy to raise concerns without good cause or with the intention of causing distress to others.

Malicious grievances may be considered as misconduct by the school and where it is considered that the grievance is malicious, the matter may be investigated under the Disciplinary Policy.

A malicious grievance is defined as follows:

- The investigation has shown the original grievance to be without foundation and that the grievance has been submitted in a vexatious manner or as a means of frustrating another process
- The investigation can demonstrate that the complainant in making his/her grievance, knowingly lied to the Investigating Officer
- The provisions of the Equality Act 2010 will be applied throughout the implementation of this Policy.

Employees can find guidance at [Equality Act - Guidance for Schools](#). This provides protection for the employee characteristics covered by equality legislation:

- Age – covers all age-related issues
- Disability, including making reasonable adjustments
- Gender Reassignment - from the moment transition starts
- Race, Religion or Belief
- Sex – things associated with being male or female
- Sexual Orientation - including feelings, sexuality as well as identity
- Marriage and Civil partnership status
- Pregnancy and Maternity

There may be occasions where it is not immediately apparent that issues which are raised under the Grievance Policy should be managed under it. In some circumstances it may be appropriate to refer to and investigate the issues under another policy, for example:

- [Managing Underperformance](#)
- Dignity at Work Policy – Tackling Bullying and Harassment (this policy is currently being updated and the link will be included shortly). The link to the current Policy is [Harassment and Bullying Policy](#)
- [Managing Attendance](#)
- Staff Code of Conduct
- Guidance issued by the relevant regulatory body in relation to teaching staff
- Whistleblowing policy

Similarly, it may be more appropriate for issues to be addressed within an existing appeal mechanism, for example, pay disputes. In these circumstances, the Headteacher or Chair of Governors will make a decision on which policy should be applied.

An expectation of this policy is that before individuals invoke the formal stages of this procedure, they first attempt to resolve their grievance informally by discussing it with their

Line Manager first. If it is about their Line Manager, then the Grievance Officer or Headteacher.

Prior to any informal or formal meetings taking place, the Headteacher or member of staff against whom the grievance has been raised, will be notified of the grievance.

It is not intended that the Grievance Policy should be used to raise a counter claim against management action being taken under other school policies such as:

- Disciplinary, Managing Underperformance and Managing Attendance Policies etc.

However, in some circumstances, there may be indications that the issue is being managed in a vexatious or discriminatory manner. In these cases, the Headteacher (or Chair of Governors if the grievance is against the Headteacher) will determine whether:

- the employee may have a credible grievance
- the Grievance Policy should be invoked
- it is appropriate to temporarily suspend the relevant process in order to deal with the grievance

It is recommended that advice is sought from the School's HR provider on this point. In these circumstances, the Headteacher (or Chair of Governors, if the grievance is against the Headteacher) will thoroughly evaluate the grievance, using the following information as a basis for making his/her judgment.

- The content of the Statement of Grievance Form
- The intention of the employee - it is appropriate that the Headteacher or Chair of Governors arranges an informal meeting with the employee. This will enable him/her to glean the appropriate information on what took place by listening intently to the employee, paying attention to his/her body language and asking themselves questions, for example, does the evidence indicate that they are merely trying to frustrate a process
- The capability and the management style of the individual against whom the grievance has been raised and the likelihood or not that they may have acted in a vexatious or discriminatory manner

The Headteacher or Chair of Governors will then make a judgment on whether:

- the grievance should be dealt with at the same time as the relevant policy i.e. Disciplinary, Managing Underperformance, Managing Attendance etc.
- the grievance merits investigation under the Grievance Policy
- the relevant process should be temporarily suspended to deal with the grievance

Suspending the relevant process will only take place in exceptional circumstances.

It is important to note that grievances raised in these circumstances should not be rejected without being given proper evaluation. If the grievance concerns an employee's manager and it is not resolved at the informal stage, the employee should formally raise their concern with the next level of management.

Safeguarding Vulnerable Groups Act 2006

Under the Safeguarding Vulnerable Groups Act 2006, the School has a legal duty to refer information to the Independent Safeguarding Authority (ISA) where they have removed an individual from working or volunteering or have concerns in respect of contact with children or vulnerable adults. If appropriate, the ISA will refer to the relevant regulatory body in relation to teaching staff.

Collective Grievances

If a collective grievance arises, involving a group of employees and relating to the same issue, this may be dealt with through the Grievance Policy and the group of staff may nominate a spokesperson to represent their case.

As long as the issue is the same in each case, it will be necessary to hold only one meeting at each stage.

Raising a Grievance when the Employee has left the School

Whenever possible a grievance should be dealt with before leaving the school. However, if an employee has already left and raises a grievance within four weeks of leaving and the standard grievance process has not commenced, there is an option of using a modified grievance process whereby both parties agree to follow the modified grievance process as follows:

Step 1 - Statement of Grievance

The employee must set out in writing:

1. The details of the grievance and
2. The basis for it

The ex-employee must send the grievance to the Headteacher or, if the grievance is against the Headteacher, the employee must send the grievance to the Chair of Governors.

Step 2 – Response

The Headteacher or Chair of Governors will acknowledge receipt of the grievance in writing, normally within two working days of receiving it and will ask the ex-employee whether or not he/she wishes the grievance to be dealt with under the normal or the modified grievance process.

The ex-employee must confirm in writing within five working days that they agree that the grievance should be managed under the modified process. The Headteacher or Chair of

Governors will then investigate and respond in writing with the decision normally within four weeks of receiving the grievance.

If, however, the ex-employee opts to have the grievance managed under the standard grievance process, the standard Grievance Policy will apply.

Raising a Grievance against a Trade Union Representative

Where a grievance is raised against a trade union representative, the circumstances must be reported to the HR provider, who will inform the full time official of the union concerned.

4 How to raise a grievance?

Employees will raise any initial grievances with their line manager by writing a letter outlining their grievance – the line manager will conduct an informal meeting with the employee raising the grievance. If the grievance is in relation to their line manager, the employee will raise the grievance with the headteacher.

Initial grievances will be raised within four months of the incident that lead to the grievance. If employees wish to raise a grievance outside of this timeframe, additional supporting information may be required, e.g. why it took so long to raise the grievance. If employees wish to submit grievances straight to the formal stage, they will submit the grievances to the headteacher.

5 Initial handling of a grievance

All information processed during a grievance will be kept in accordance with the Data Protection Policy and Staff Confidentiality Policy.

Employees will have the right to be accompanied at all stages of a formal procedure and may choose to bring a companion to the informal stages. The employee's companion will be either:

- A colleague or friend; or
- A trade union official or accredited trade union representative.

Companions will not:

- Answer questions on the employee's behalf.
- Address the hearing if the employee does not want them to.
- Pose a conflict of interest to the grievance being raised.
- Prevent the employee from explaining their case.

The informal stage

Loughton School encourages resolutions to be sought, where possible, between staff before raising a grievance.

Employees will first submit their grievances to their line managers so that the grievance can go through the informal stage. Line managers will inform the grievance officer (unless the grievance is against the headteacher, in which case it would go straight to the chair of governors) that an informal grievance has been made; however, the identities of those involved will not be provided at this stage.

The purpose of the informal stage is to resolve the issue in an open, honest and positive manner, to avoid formal escalation.

The informal meeting will take place within five working days of the grievance being raised. The line manager will arrange a time for the informal meeting – the employee will be informed of this in writing. If the employee is unable to attend, the line manager will arrange another suitable time.

In the informal meeting, the employee's line manager will determine:

- What the employee is concerned about.
- What outcome the employee is seeking.
- Whether further meetings and escalation to the formal stage are required.

The line manager will keep notes during the informal meeting and the employee will be provided with a copy of these immediately. At the end of the informal meeting, the line manager will agree what action will be taken to achieve the appropriate outcome and by when, e.g. escalation to the formal stage. The line manager will provide the employee with a written outcome letter within five days of the meeting.

If the grievance relates to another employee, that employee will be informed in writing within five days and the line manager will hold a meeting with them to explain. The identity of the person raising the grievance will not be provided to any other employee.

If the working relationship between the employees for which the grievance is concerned is breaking down, the line manager will consider whether seeking assistance from the headteacher/grievance officer is appropriate.

If a resolution cannot be found during the informal stage, the employee raising the grievance may be advised to escalate the matter to a formal grievance – employees will complete the [employee grievance form](#) to do this.

Grievance hearing – formal stage

The employee will also write a statement of the grievance, which will include:

- A brief description of the events that lead to the grievance, including names and dates.
- An account of how the events made the employee feel.
- What actions the employee has taken to resolve the grievance.

- What outcomes the employee is hoping for.

Line managers will give employee grievance forms and written statements to the headteacher. Employees will be advised to keep a copy of their employee grievance forms and written statements. Once the headteacher receives the employee grievance form and written statement, they will, in liaison with the grievance officer, invite the employee to a formal meeting within 10 working days.

If the employee or their companion is unable to attend the scheduled meeting, a suitable alternative date will be arranged. If the employee is persistently unable or unwilling to attend the meeting without good reason, the grievance officer will make a decision based on the evidence available.

The grievance officer will lead the meeting and they will ensure that the employee has an opportunity to explain their grievance. The grievance officer will attempt to resolve the grievance at this meeting, so long as no investigations are required, e.g. no fact checking is required. A suitable member of staff will take minutes during the formal stage meeting – these minutes will be kept confidential and safe, in line with the Data Protection Policy. An electronic copy of the minutes will be shared with the employee immediately.

If no resolution can take place during the formal stage meeting, an investigation will take place and a further meeting will be held within 15 working days.

If a grievance is raised against the Governing Body, every effort should be made to resolve the issue by using the informal process above. If the matter remains unresolved then the Governing Body will seek the assistance of someone independent of the school who will be asked to consider the complaint and to adjudicate.

Depending on the sensitivities of each case, consideration of disclosure and confidentiality will be dealt with on a case by case basis. It will, therefore, be necessary to determine whether any particular document should be shared in full or in part with some or all of the persons named in the grievance. By signing the Statement of Formal Grievance Form, employees are indicating their understanding that they are giving permission for appropriate sections of the form to be copied to anyone named on it. Advice on the amount of detail to be shared in each particular case should be sought from the school's HR provider.

Depending on the nature of the case and if required, it may be appropriate for the Headteacher to appoint an individual to provide support to the employee raising the grievance. It may also be necessary for the employee who is the subject of the grievance to be provided with support as well. These support roles should be undertaken by different people.

The Headteacher must also make both individuals aware of the confidential counselling service available from the Teacher Support Network on 0800 056 2561.

Advice should be sought from an HR provider at this point.

6 The Grievance Investigation

The Grievance Officer will conduct one of the following two investigations:

- A fact checking investigation
- A full investigation

The Grievance Officer will determine which type of investigation is required on a case-by-case basis. Following the initial formal meeting, the Grievance Officer may need to conduct a fact checking investigation before resolving the grievance. All members of the meeting will be asked to sign a Confidentiality Agreement at the start of the meeting (Appendix 2) or a Confidentiality Agreement for interviewees who do not attend the work place (Appendix 4)

Fact checking investigations will be conducted in a professional, timely and non-intrusive manner. Fact checking investigations may involve interviews with line managers and email searches.

For full investigations, the Grievance Officer will:

- Appoint a suitably independent and senior member of staff to be the Investigation Officer.
- Assist the Investigation Officer as far as they can without interfering with the investigation.

During full investigations, the Investigation Officer will:

- Aim to conclude their investigations within 15 working days.
- Interview the employee concerned, plus other employees whose information may have a bearing on the case.
- Conduct the investigation in accordance with the Confidentiality Policy.
- Present their findings in writing to the Grievance Officer – who will provide a copy to all employees involved.

The Investigation Officer will not be responsible for determining the outcome of the grievance – this responsibility will lie with the Grievance Officer and Headteacher.

7 Grievance outcomes

Once the investigation report has been received, the Grievance Officer will call a grievance meeting to which the employees concerned and their companions, will be invited. At this meeting, employees will be given an opportunity to answer any questions that arose from the investigation. The Headteacher will be present at the meeting and take minutes throughout the meeting.

At the grievance meeting, the Grievance Officer may decide to invite witnesses, e.g. the Investigation Officer, to answer questions. The Grievance Officer and the employees concerned will be permitted to ask witnesses questions. Employees will also be permitted to invite witnesses to this meeting.

Once all the information has been presented, the Grievance Officer will adjourn the meeting to make their decision with the Headteacher. The Grievance Officer and Headteacher will

consider each side of the grievance and make a decision – this will be recorded in the outcome letter.

The outcomes possible following a grievance are as follows:

- The grievance is upheld in full
- The grievance is rejected in full
- The grievance is partially upheld, e.g. there is validity to some of the grievance
- Mediation

A 'partially upheld' outcome will not be used as an outcome when a decision cannot be reached. Sometimes, mediation will be used as an outcome. This will involve all parties collaborating to find an acceptable outcome. The Headteacher will write an outcome letter within **five working days** and provide a copy of this to the employee.

The letter will include information on:

- The chosen outcome.
- The reasons for the decision.
- Any facts that the Headteacher and Grievance Officer has ascertained in coming to their decision.
- Any recommendations or agreed actions to take.
- The employee's right to appeal the decision.

If it is necessary and appropriate to take disciplinary action, the Grievance Officer, Headteacher and Governing Body will meet to determine what action is appropriate in line with the Disciplinary Policy.

Disciplinary action will be proportionate and may include, but not be limited to, the following actions:

- Re-training
- Verbal warning
- Written warning
- Suspension with pay
- Termination of employment
- Gross misconduct will result in the employee's contract of employment being terminated.

If an employee has already received a written warning or it is thought they may interfere with the disciplinary process, suspension with pay may be considered.

Where a grievance is raised against an employee during a disciplinary process, the disciplinary process may be temporarily suspended to deal with the grievance. Where the grievance and disciplinary cases are related, the Grievance Officer will deal with both issues concurrently.

8 Appeals

Where employees wish to appeal the outcome of a grievance, they are entitled to do so within **10 working days** of receiving the outcome letter.

To raise an appeal, employees will complete the [grievance appeal form](#) and explain why they are dissatisfied with the outcome – this form will be given to the clerk to governors. The clerk to governors will:

- Acknowledge receiving the form within five working days.
- Arrange an appeal meeting within **10 working days**.
- Invite the grievance officer and investigation officer to the meeting.

The governing board will form an appeal panel comprising three governors who have not been compromised. The appeal panel will decide which governor will be the chairperson and who will take notes – this process will be formally minuted by the clerk to governors. The appeal panel will review the paperwork and interview any relevant witnesses before making their decision.

The employee will:

- Be given the opportunity to explain their case at the meeting.
- Be permitted to bring a companion.
- Not introduce new grounds for raising their concern.

When the panel have heard all the information, including the rationale for the original judgement, they will make a decision on the outcome. The outcome decision will be provided to the employee in a written letter within **five working days** of the appeal meeting. The panel's decision will be final.

8 Malicious grievances

Disciplinary action may be taken against employees making malicious grievances. Bullying, harassment or victimisation will not be tolerated.

All employees will be made aware of the school's Staff Code of Conduct and act in accordance with it. All employees will adhere to the Staff Equality, Equity, Diversity and Inclusion Policy.

8.0 Monitoring and review

The headteacher and governing board will review this policy on an annual basis. The next scheduled review date for this policy is **October 2025**.

Any changes made to this policy will be communicated to all employees immediately.

Appendix 1 Employee Grievance Form

Employees who wish to raise a formal grievance are required to complete this form and submit it to their line managers. If employees wish to raise a formal grievance immediately, they should give this form to the Headteacher.

Please note, grievances should be raised within four months of the incident that led to the grievance.

This form is for formal grievances only. Please also provide a letter outlining:

- A brief description of the events that led to the grievance, including names and dates.
- An account of how the events made you feel.
- What actions you have taken to resolve the grievance.
- What outcomes the employee is hoping for.

Employee details			
Surname:		Forename:	
Job title:		Form completion date:	
Grievance details			
Does your grievance relate to another member of staff?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the grievance relates to your line manager, give this form to the Headteacher.			
If the grievance related to the Headteacher, give this form to the Chair of Governors.			
Date of last incident relevant to grievance:			
Please provide details of the grievance:			
Please detail any individuals involved:			

Please provide details of your preferred solution:

Are you being supported by a colleague, trade union official or trade union representative?

Yes ☐

No ☐

If yes, please provide their name:

Employee's signature:

Appendix 2 – Confidentiality Agreement

Confidentiality Agreement

(To be issued by the Investigating Officer to all parties interviewed as part of the Grievance Investigation)

The School takes all grievance issues seriously and is committed to resolving these issues as quickly as possible in a fair and sensitive manner, with the least disruption to normal business operation.

A formal grievance is currently being investigated. This is needed to clarify whether or not the points raised in the grievance have any substance. Confidentiality, in these circumstances, is, therefore, paramount.

During the investigation, the Investigating Officer and school management will commit to maintaining confidentiality by:

- Choosing neutral locations for meetings
- Keeping papers related to the investigation confidential
- Exercising discretion during telephone conversations and in making notes and diary entries
- Ensuring that people providing administration support are bound to maintain confidentiality

It is requested that those involved in this investigation, respect the dignity and privacy of the other parties by:

- Keeping any discussion about the investigation between you and the Investigating Officer
- Not disclosing information about other parties involved in an investigation
- Treating everyone involved in a way that you would wish to be treated
- Undertaking to remain focussed on your normal work responsibilities
- Speaking to your Headteacher if you have any concerns that the dignity and respect of any of the parties involved an investigation is not being observed

To maintain confidentiality, can you please sign and agree as follows:

I fully understand that any breach of confidentiality regarding any aspect of this grievance investigation will be regarded as a serious disciplinary offence and may result in my dismissal. Please sign below to acknowledge receipt and indicate an understanding of the above

Name (BLOCK CAPITALS)

Signature

Date

One copy should be given to the interviewee and the other will remain on file

Grievance Appeal Form Appendix 3

Please submit this form to the clerk to governors within **10** working days of receiving the grievance outcome letter.

Employee details			
Surname:		Forename:	
Job title:		Form completion date:	
Grievance appeal details			
Date of grievance meeting:			
Outcome of grievance meeting:			
Please provide details of the grievance appeal:			
Please provide details of your preferred solution:			
Are you being supported by a colleague, trade union official or trade union representative?			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
If yes, please provide their name:			
Employee's signature:			

Appendix 3 – Confidentiality Agreement – for Interviewees who are not working at the School

Confidentiality Agreement (To be issued by the Investigating Officer to all interviewees who are not school employees)

The school takes all grievance issues seriously and is committed to resolving these issues as quickly as possible in a fair and sensitive manner.

A formal grievance is currently being investigated. This is needed to clarify whether or not the points raised in the grievance have any substance. Confidentiality, in these circumstances, is, therefore, vital.

During the investigation, the Investigating Officer and all other parties involved in this investigation will commit to maintaining confidentiality by:

- Choosing neutral locations for meetings
- Keeping papers related to the investigation confidential
- Exercising discretion during telephone conversations and in making notes and diary entries
- Ensuring that people providing administration support are bound to maintain confidentiality

It is requested that all interviewees, respect the dignity and privacy of the other parties by:

- Keeping discussions about the investigation between you and the Investigating Officer
- Not disclosing information about other parties involved in an investigation
- Treating everyone involved in a way that you would wish to be treated
- Emphasising to the Investigation Officer if you have any concerns that the dignity and respect of any of the parties involved an investigation is not being observed

To maintain confidentiality, can you please sign and agree as follows:

I fully understand that any breach of confidentiality regarding any aspect of this grievance investigation may put at risk the dignity and privacy of other parties involved in the investigation. Please sign below to acknowledge receipt and indicate an understanding of the above

Name (BLOCK CAPITALS)

Signature

Date

One copy should be given to the interviewee and the other will remain on the investigation file