

## 4.6 GRIEVANCE PROCEDURE (Staff Complaints)

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### INTRODUCTION

Lindfield Montessori Preschool recognises that staff members may have grievances about matters at work. These can have to do with work relationships and/or decisions made by other staff members which impact on their work.

#### **Who does this grievance procedure apply to?**

This grievance procedure applies to all employees and contractors across the School and applies to general grievances. If you have a grievance about unlawful discrimination, harassment or bullying please see the Discrimination, Harassment and Bullying Statement.

#### **How should a grievance be raised?**

If you have a grievance, you should, if it is appropriate, try in the first instance to address the grievance directly with the person involved. If you have a grievance that cannot be resolved directly with the person involved you should:

- In the first instance, raise it with the Nominated Supervisor; or
- if it is not appropriate that it be raised with the Nominated Supervisor, raise your grievance with the Committee President.
- If you have any queries about using this grievance process, you should contact the President for advice.

#### **What will the School do if a grievance is raised?**

Lindfield Montessori Preschool will determine the most appropriate method of dealing with the grievance. This could include (among other things):

- Requesting further information from you
- Requesting information from other co-workers or third parties
- Meeting with you or others involved in the grievance
- Reviewing and responding to the grievance or arranging for an appropriate person to review and respond to the grievance
- Facilitating a meeting between you and the person(s) that the grievance is about

On receipt of a grievance Lindfield Montessori Preschool will generally take the following steps:

- Determining the best method of handling the grievance
- Advising of the likely steps that will be undertaken by the School in relation to the grievance
- Advising the person(s) what the grievance is about, the nature of the grievance and seeking their response
- Collecting any additional information the School considers necessary to properly review the grievance
- Advising the relevant person(s) the School's response to the grievance and if appropriate, any proposed action to be taken
- Consulting with the AIS to determine fair and appropriate next steps

However, there may be circumstances in which some of the steps outlined above are not appropriate and the School will determine, in its absolute discretion, on a case by case basis the most appropriate method of handling the grievance.

A staff member who raises a grievance and the person(s) that the grievance is about may elect to have an appropriate support person present at any meeting with representatives of the School about the grievance. However, depending on the nature of the grievance it may not be appropriate for the support person to be a work colleague.

### General

This grievance procedure is not a term of any contract, including any contract of employment. This grievance procedure may be varied from time to time.

<b>Related Policies</b>	Staff Policy Ethical Conduct Statement Code of Ethics
<b>Sources &amp; Further Reading</b>	Association of Independent Schools

<b>POLICY REVIEWED</b>	<b>MODIFICATIONS</b>	<b>NEXT REVIEW DATE</b>
February 2023	Checked regulations, updated copy	2024