



## **Employment**

### **Grievance Procedure**

(Including minor disagreements)

#### **Policy Statement**

At Padbury Pre-school, we provide appropriately qualified staff to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. We value our staff as one of our greatest assets and will listen to and support our employees to ensure a consistently positive working and learning environment.

#### **Procedures**

##### **Grievance procedure**

If an employee is dissatisfied with any aspect of his/her employment at Padbury Pre-school s/he must have the opportunity for prompt discussion with the Padbury Pre-school Management Committee Chairperson / Registration Secretary.

If the grievance persists, a management panel should be set up for the purpose of further discussion, at which the employee may if s/he wishes, be accompanied by a companion. (This may be a trade union official or a work colleague). At least one member of the Pre-school Committee Grievance panel must be present in addition to the Pre-school Manager – where appropriate.

There must be a right of appeal (to the Pre-school Committee Appeals Panel). This must be received in writing within five days of the Grievance Panel interview. The appeal hearing should be heard, if possible, within 10 days of receipt of the appeal. At this level also, the employee's companion may be present.

The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation with the aim of settling the dispute within 28 days.

##### **Minor disagreement procedure**

Minor disagreements among staff at Padbury Pre-school, or between staff and committee, can usually be resolved informally by discussion. However, written notes should be kept in fullness regarding the issue should further action be necessary.

*where fun becomes learning!*

This policy was adopted at a meeting of

Padbury Pre-school

Held on

18<sup>th</sup> September 2023

Date to be reviewed

October 2025

Signed on behalf of the committee

C.A. McHenry

Name of signatory

Claire McHenry

Role of signatory

Registration Secretary