

Leicestershire Secondary SCITT

Grievance Procedures for Trainees

1. Purpose

- 1.1 The grievance procedure is designed to ensure that trainees of the Leicestershire Secondary SCITT have access to a procedure to help deal with any grievances relating to their training fairly and without unreasonable delay. This includes, for example –
- Complaints about SCITT personnel
 - Complaints about placement schools
 - Issues with the SCITT programme
 - Health and safety issues
 - The working environment
 - Harassment and discrimination
 - Interpersonal relationships or bullying
- 1.2 All issues under this policy must be dealt with speedily, with no unreasonable delays to meetings, decisions or appeals. Reasonable advance notice must be given for any planned meetings and adequate time for preparation should be afforded to the employee.

2. Scope of the procedure

- 2.1 This procedure applies to all LS SCITT trainees and Alliance school-based employees.

3. Using this procedure

- 3.1 It is in everyone's interest for problems or concerns to be resolved before they develop into major difficulties for all concerned. Wherever possible, trainees should try to resolve any concerns by raising them informally with their Mentor, ITT Co ordinator or the Programme Manager. To facilitate this, all such personnel should adopt an open door policy for communication and consultation and seek to address and resolve problems and concerns quickly and fairly. However, sometimes this is not possible and this is where the grievance procedure should be used.
- 3.2 A grievance should be raised within a reasonable timescale of the decision or act causing the complaint. Where the complaint raises issues of a historical nature, it will not normally be dealt with under this procedure, except where the circumstances relate to an on-going matter.
- 3.3 If you have difficulty at any stage of the procedure because of a disability, you should discuss the situation with the person dealing with the grievance as soon as possible.
- 3.4 All grievances should be raised within the appropriate placement school in the first instance. However, if it becomes clear that the grievance is one which only the SCITT can resolve, it should be referred to the Programme Manager.

4. Mediation

- 4.1 Mediation can play an important role in resolving problems, particularly in cases where interpersonal conflict or competing interests form an important element in the situation precipitating the grievance. Mediation is encouraged at all stages of these procedures.

5. Raising a formal grievance

- 5.1 If the grievance cannot be resolved informally you should set out the grievance in writing to the Programme Manager. Where it is not appropriate for the Programme Manager to have the details, this may be passed to a member of the ITT Steering group. Details of the grievance should include all relevant facts, dates and names of individuals involved.
- 5.2 The person dealing with the grievance will arrange a meeting to be held as soon as is reasonably practicable. He/she will liaise with you to confirm a suitable date and time for the meeting.
- 5.3 The purpose of the meeting is to enable you to re-state your grievance and how you would like it to be resolved and to assist the person hearing the grievance to reach a decision based on the available evidence and the representations made.
- 5.4 If required, the person hearing the grievance may wish to carry out an investigation following the initial meeting. The amount of the investigation required will depend upon the nature of the complaint and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing documents.
- 5.5 Following the meeting and/or investigation, you will be informed of the outcome of the grievance, with reasons, including any action as quickly as possible. This may be verbally at the close of the meeting and confirmed in writing or once a decision has been reached following further investigation or taking advice.

6. Right of representation

- 6.1 You may bring a representative to any meeting held under this procedure. The representative may be either a trade union representative, a school member of staff or a fellow trainee. At meetings the representative can make representations or ask questions but cannot answer questions on your behalf. Meetings will not be unreasonably delayed due to the non-availability of a chosen representative.

7. Raising an appeal

- 7.1 Where you feel your grievance has not been satisfactorily resolved you may appeal within 10 working days of receiving notification of the outcome of the grievance meeting. Appeals must be made in writing to the signatory on the outcome letter.

8. Appeal meeting

- 8.1 An appeal meeting will be arranged as soon as reasonably practicable with at least three members of the ITT Steering group who have not previously been involved.
- 8.2 The purpose of the appeal meeting is to enable you to re-state your grounds for appeal and explain why you are dissatisfied with the outcome of the first meeting providing any supporting evidence. The person who conducted the grievance meeting will be invited to respond to these grounds and should attend the appeal hearing in person, unless there are reasonable grounds not to do so or all parties agree that a written statement would be acceptable.
- 8.3 You will receive a decision on your appeal in writing, normally within five working days of the appeal meeting.

9. Retention of written records

- 9.1 A written record of any grievance will be retained along with any decisions taken and any notes or other documents compiled during the grievance process. Records will be treated as confidential and be kept on your personal file.

Review

Regular reviews of this policy are required in order that it adequately reflects the state of the law and its fitness for purpose.

To this end the policies will be reviewed during the course of the academic year by:

- i collecting views of all trainees and staff with regard to the policy
- ii collecting results from staff meetings specifically devoted to reviewing particular policies
- iii take account of criticisms and reports resulting from the policy
- iv ensuring compliance with current guidance/legislation

Following review a re-written policy will be circulated for discussion and comment before being formally adopted by the ITT Steering group.

All policies will last for one year, will be dated as such and will have a review date.

ADOPTED BY	ITT Steering group
ADOPTION DATE	Sept 2014
MONITORING RESPONSIBILITY	ITT Steering group Appeals Panel
REVIEW DATE	Sept 2015