

## Emmer Green after school club

### Grievance procedure Policy

Emmer green after school club aims to have a team of professional, motivated staff. However there may be times when a member of staff has an issue or concern regarding their employment at the club. The after school club recognises that grievances left unaided can lead to unmotivated staff and a poor environment for both other staff and children. Therefore staff are encouraged to raise and discuss any issues with the club manager as soon as possible so that they can be quickly resolved. All members of staff have the right to raise a grievance about any issue that arises from their work within the club which affect them as an individual, and procedures to follow are set in this policy.

If the concerns or issues relate to safeguarding, the staff member should follow procedures set in the clubs safeguarding policy. If the concerns or issues are related to any malpractice regarding the management or running of the club the staff member should follow procedures set in the clubs whistleblowing policy.

#### **Stage 1 Informal Grievance Procedure**

In the first instance of a concern or issue, the staff member should raise this with the club manager, or the EGASC chair person or other committee member if the grievance is with the club manager.

If the grievance is minor, the manager will seek to resolve the matter through informal discussions with the staff member, seeking advice from the management committee where necessary.

#### **Stage 2 Formal Grievance Procedure**

Grievance statement

If the informal discussion with the club manager does not solve the grievance to the satisfaction of the staff member, the next step is to give written notification that they intend to invoke the formal grievance procedure. This written notification should include the following details:

- A statement that the staff member is invoking the formal grievance procedure
- The nature of the grievance, any relevant facts (dates, names of others involved) the background to the issue or concern
- Details of any steps already taken informally to resolve or address the concerns

- The staff members opinion on what their desired outcome would be

This grievance statement should be given to the club manager to be passed on to the EGASC Management Committee

### **Grievance meeting**

Within 5 working days of receiving the grievance statement, the Chairperson of EGASC Management Committee will respond in writing to the staff member. They will be invited to attend a formal grievance meeting, which will normally be held within 10 working days of the grievance statement being received. The club will be represented by the Chairperson of the committee and either the club manager or another member of the management committee. The staff member has the right to be accompanied by a work colleague or other individual at this meeting. The purpose of the meeting is to hear the facts surrounding the situation, and to attempt to resolve the grievance in a mutually acceptable manner.

### **Outcome and appeals**

The chairperson will determine the outcome of the grievance.

Please refer to: [www.acas.org.uk](http://www.acas.org.uk) for more information regarding employee rights and grievances