



St Thomas Aquinas Primary School, Norlane

Grievance Policy

Rationale:

Our school has both a desire and a responsibility to ensure that high standards of conduct are maintained by staff and students at all times, and that grievances are managed and resolved fairly, efficiently, promptly and in accordance with relative legislation and Education Dept requirements.

Aims:

- To provide a harmonious, positive and productive school environment.
- To resolve grievances fairly, efficiently, promptly and in accordance with requirements.

Implementation:

- Grievances occur when an employee complains that an action or decision has been taken (or not taken) that he/she believes to be a breach of a relevant Act, Regulation or Order, infringes upon the principles of merit and equity, or is otherwise unreasonable.
- Our school seeks to provide a positive, harmonious and productive environment.
- It is the principal's responsibility to provide a healthy and positive school environment that is free from grievances such as discrimination and harassment. In doing so, all staff will be made aware of their rights and responsibilities, including their rights to have grievances resolved.
- Undisclosed or unresolved grievances create distress and can be a violation of a person's rights.
- Resolution of grievances at a local level, where appropriate, is the desired outcome.
- Employees may choose to resolve grievances personally by talking with, or writing to the person whose behaviour is of concern.
- Employees may choose to seek assistance in resolving grievances, including assistance from the principal. In such circumstances the principal may use local complaints resolution procedures including private discussions, mediation, monitoring, training or counselling.
- It is incumbent upon the principal to act where unacceptable conduct is observed or brought to his or her attention.

Compassion

Respect

Service

Justice



- It is important that all complaints, ensuing procedures and outcomes are fully documented. All grievances that are reported to a departmental employee, including the principal, will be recorded on a Grievance Incident Report Form.
- Employees are encouraged to lodge formal complaints in serious cases or when unwelcome behaviour persists despite advice to a respondent that his/her behaviour is causing problems and must cease. Formal complaints should be lodged with the principal or whoever is the most appropriate.
- The rights of complainants and respondents will be upheld at all times, including the use of fair, confidential, impartial and dignified resolution procedures.

Evaluation:

This policy will be reviewed annually and as part of the schools four- year review cycle.

This Policy established in 2015

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