



GRIEVANCE POLICY

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2. Vision Statement

Guided by our Catholic Identity, St Brigid's College ensures high levels of learning and success for all.

3. Rationale

In our dealings with all members of the community at St. Brigid's College we should always be conscious of the dignity of human persons, made in the image of God, and treat all with the respect that is their due.

4. Scope

This policy applies to all members of the College Community

5. Definition

A grievance is a matter affecting any member of the College Community which causes concern, uneasiness, or anxiety but does not constitute Bullying or Harassment.

Should the complainant believe their matter is more serious and as such falls outside of this Policy, they should refer to the "Workplace – No Bullying - Policy".

6. Policy Statement

Members of our College community will be enabled to grow in appreciation of the giftedness and worth of each person, and as a consequence will experience peace and harmony both in and beyond the workplace in relationship with others.

7. Guiding Principles

Treat all matters seriously, ensuring that the complainant(s) understand St. Brigid's College commitment to pastoral care and its Grievance Policy.

Act promptly. This enables reports to be dealt with fairly and quickly.

Non victimisation of person(s) who reports.

Support for both parties, including a support person present at interviews or meetings if the parties feel this is necessary.

Neutrality is critical and everyone involved must have confidence in the person undertaking the resolution process.

Communication of process. All parties need to be kept informed regarding the process.

Confidentiality will be maintained at all times by all parties

Documentation: Dated records should be made of all meetings detailing who was present, the content of the discussion and any agreed outcomes.

Natural justice principles must be followed to protect all parties.

8. Procedures

In such cases, the following procedure should be adopted in an effort to pastorally resolve such grievances.

- (i) Where there is a grievance involving a student or parent / guardian with a staff member:
 - the individual should raise the matter privately with the staff member through an interview, email or phone call
 - if there is no satisfactory resolution, student or parent / guardian will refer the matter to the appropriate Teacher Advisor through an interview, email or phone call. The Teacher Advisor relays the concerns to the staff member via email or interview.
 - if there is no satisfactory outcome, student or parent / guardian will refer the matter to either the Teaching and Learning Team or Student Wellbeing Team, depending upon the nature of the matter, through an interview or email. The Teaching and Learning Team or Student Wellbeing Team will then conduct an interview with the staff member.
 - if the matter remains unresolved, the parent/guardian should consult with the Principal.
 - the above procedure does not preclude the right of either party to seek advice from outside the College or the Canonical Administrator with responsibility for the College.
 - The Principal reserves the right to alter the above procedure at any time.
- ii) Where there is a grievance between the Principal and a student, parent / guardian, staff member, or School Advisory Council member, the following procedure should be followed:-
 - the individual should raise the matter privately with the Principal, and where deemed appropriate may contact a member of the College Leadership Team, who may act as a mediator in the process of resolving the issue.
 - if there is no resolution, either party may refer the matter to the Chairperson of the School Advisory Council.
 - the above procedure does not preclude the right of either party to seek advice from outside the College, or the Canonical Administrator.
- iii) Where there is a grievance between one staff member and another staff member the following procedure should be followed:-
 - the staff member should raise the matter with the other staff member in the hope of pastorally resolving their differences
 - if no satisfaction is achieved, the matter should be referred to the Staff Welfare Officer.
 - if there is no resolution, the parties should consult with the Principal who should advise on an appropriate course of action to be taken.

- the above procedure does not preclude the right of either party to seek advice from outside the College, or the Canonical Administrator.

In all of the above cases, the aggrieved person(s) is to make a clear statement of needs that specifically describes the offending behaviour in a way that makes it clear about what is being objected to, including what needs to be done in the future to avoid further offence. This statement is to be in writing and provided to the other person(s) and to any mediator or third person involved with the process.

Review

Should the grievance remain unresolved the Principal, who will make a final decision as to the outcome, would conduct a review. If the grievance involves the Principal then either the Catholic Education Office or the Canonical Administrator will conduct the review.

Possible outcomes

- If the grievance is upheld, the following are possible outcomes:
- A written apology from the offending person(s);
- An official warning;
- Counselling;
- Disciplinary action; or
- Dismissal.

If the complaint is dismissed (not enough evidence), possible outcomes are:

- Relevant training for all staff; and/or
- Monitoring of behaviour of employees.

If the grievance is proved not to have happened at all, the following are possible outcomes:

- Counselling for the person who raised the matter as a grievance
- A written apology from the person(s) who raised the matter;
- An official warning;
- Disciplinary action; or
- Dismissal.

The Principal will make sure that all outcomes are followed through and carried out in a professional and sensitive manner. Following all outcomes there will be an assessment of the effectiveness of the process, so as to provide ongoing improvement in the Policies of the College.

Appeals

If you feel that the grievance procedure has not been followed properly, or that the outcome is unacceptable to you, you may appeal to the Catholic Education Office or the Canonical Administrator.

In this instance, someone independent from the initial process will handle the appeal.

9. Legal References

Federal and relevant State laws bind the School and its employees. A breach of this policy may result in the School and/or its employees breaching any one of the following pieces of legislation:

Racial Discrimination Act 1975 (Cth);	Sex Discrimination Act 1984 (Cth);
Disability Discrimination Act 1992 (Cth);	Equal Opportunity Act 1995 (Vic)
Privacy Act 1988 (Cth)	Child Safe Standards (Ministerial Order 870)
Education and Training Reform Act 2006	

Note: This is not an exhaustive list of the relevant legislation.

10. Related Policies & Documents

- St Brigid's College Vision and Mission Statement
- Pastoral Care Policy
- VCEMEA-2018

Appendices

1. Grievance Report Form

11. Document Review

Prepared: Jan 2010	<u>Date</u>	<u>Comment</u>
Updated:	March 2014	
Updated:	April 2017	Layout updated, etc.
Updated:	March 2020	Clarification due to new Leadership Structure
Due for Review:	March 2021	



St Brigid's College

GRIEVANCE PROCEDURE - FORM

Date:

Complainant's name:

Who is involved?

Names of witnesses, if any:

When did the incident occur?

What happened in the incident and what specifically am I objecting to?

Have similar incidents occurred in the past?

Detail relevant history

What am I looking for as an outcome?

Has any action (beyond this form) been taken by me at this point?

What needs to be done in the future to avoid further occurrence(s)?

Signature(s):

Complainant(s):