## Grievance for Parent/Carer against Staff or Setting policy

Warmley Preschool is committed to an open and honest method of working. It is hoped that any issues arising will be swiftly resolved following an informed, but full, frank and fair discussion.

If this proves unsatisfactory, the grievance policy will be operated as follows:

### Minor Breaches

Where employees or setting are deemed to have committed minor breaches, the parent/carer should approach the Preschool Leader and discuss the grievance informally.

It is hoped difficulties maybe resolved informally where possible. A further meeting should be arranged to review the situation within an agreed time period.

### Major Breaches

Where the grievance may concern more serious breaches, the Preschool Leader will notify the Committee.

A panel of not less than three representatives from the committee will invite the parent to attend a meeting to discuss the grievances.

Should an employee be involved, they will be invited to attend a disciplinary meeting, where they will be able to discuss the grievance. They will have the right to be accompanied.

### Discipline Procedure

In cases of minor breaches of discipline by a member of staff, verbal warnings will be given, followed by a written warning if necessary.

### Gross Misconduct

In cases of very serious breaches of discipline, it may be necessary to suspend an employee in order to carry out a full investigation. Should this occur, the employee will be requested not to attend work for a specific period of time.

The request, and reason for it, will be confirmed in writing, and suspension will be on full pay.

A nominated panel of not less than three representatives of a Committee will deal with more serious breaches. The employee will have the right to be accompanied.

Sufficient notice and reason for the disciplinary meeting will be given.

Written information on the outcomes of the meeting, and the right to appeal any decision made, will be given.

In the event of the very serious breaches of discipline involving verbal or physical abuse, OFSTED will be notified, and the employee immediately suspended on full pay until the disciplinary meeting has been held and the issues resolved.

### Dismissal

In the event of the issues not being resolved, or the breaches felt to be sufficiently serious, dismissal of the employee may result.

## Adoption of Policy

This policy was adopted as follows:

Meeting of Friends of Warmley Preschool

Date Held\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the management committee:

Name of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_