GRIEVANCE POLICY AGAINST THE PRINCIPAL

PURPOSE

To provide a set of principles and procedures for the resolution of grievances against the Principal.

POLICY STATEMENT

The Hutchins School is committed to ensuring a harmonious, fair and just working and learning environment by ensuring that staff and students have access to processes that allow for grievances, disputes, problems and complaints to be resolved. All managers and supervisors have an obligation and responsibility to proactively promote a workplace free of workplace bullying and intimidation whether this is between supervisors and staff, between staff members or between staff and students. All grievances will be dealt with in a supportive environment without victimisation or intimidation of anyone connected with the grievance either during or subsequent to a grievance resolution procedure.

A note concerning the Principal’s position

The welfare of the whole School is important as is resolving the grievance. The process established to resolve the issue should enable the normal functioning of the School where possible i.e. the Principal and the School need to continue operating together.

RECOMMENDED PROCESS FOR RESOLVING GRIEVANCES AGAINST THE PRINCIPAL

Once a grievance has been received:

- Contact between the Principal and the Complainant would not occur (except in an exceptional circumstance) and the Deputy would assume responsibility for school communication with the complainant.
- The Principal will inform the Chairman of the Board of Management of the complaint.
- The role of the Chair of the Board is to:
  - Ensure the Board is properly briefed and the individual members of the Board adhere to the mutually agreed guidelines.
  - Ensure the Principal is accorded natural justice and the guidelines for the role of the Board are adhered to.
(c) Be responsible for controlling the publicity and communication to the whole school body when the complaint is filed and concluded.

- The role of the Board is to ensure correct processes are observed along mutually agreed guidelines.

**Informal Process**

The *Recommended Process for Resolving Grievances – Staff* should be followed i.e. all attempts should be made to resolve the situation informally.

**Formal Process**

If the informal process as documented fails then the Principal will inform the Chairman of the Board and a mutually agreeable independent investigator will be appointed. The investigation will include interviews with the complainant and the respondent, and if necessary with witnesses called by either party.

For the purposes of this policy, the independent investigator’s decision will be final. (Either party always has the right to pursue other avenues.)

Following the Independent Investigator’s Report, the Board of Management will determine the consequences for the Principal. This may range from ‘no case to answer’ to dismissal. The Board should notify the Principal in writing and include the follow-up process to be undertaken, if any.