

Staff Grievance Policy

Create Learning Trust



Approved by	Date	Review Schedule	Date of Review
Board of Trustees	27 th June 2025	Annually	July 2026

CREATE LEARNING TRUST

The Board of Create Learning Trust has adopted this policy (June 2025). It will be reviewed annually by the Board of Trustees.

1. Introduction

1.1 Create Learning Trust actively seeks to promote a harmonious working environment and positive working relationships but acknowledges that there may be instances where employees may have problems or concerns about their work, working environment or working relationships that they may wish to raise and have considered.

2. Policy

2.1 Create Learning Trust supports the right of employees to raise legitimate grievances and provides a mechanism for these to be dealt with fairly and speedily before they develop into major problems or potential collective disputes.

3. Aims/Principles

3.1 The Grievance Procedure may be used by an employee who has a grievance.

3.2 The Grievance Procedure may be used by a group of employees who have a grievance if they wish to pursue it collectively. A collective grievance is one which is submitted by a Trade Union on behalf of a group of employees specifically affected by a policy or practice within the school.

3.3 Grievances at individual academies will be dealt with by the Headteacher or Chair of Local Governance Committee (LGC).

The Headteacher may delegate this task to an appropriate line manager.

4. Scope/Application

4.1 The Grievance Policy and Procedure applies to all employees (teachers and support staff) of the school.

4.2 Where a member of staff has a grievance with an individual local academy board member or the local academy board which does not involve any other member of staff, it should be submitted to the Headteacher and will immediately be referred to a panel of the LGC appointed especially for the purpose, e.g. Business Risk and Audit Committee.

5. Definitions

5.1 A grievance is 'a complaint by an employee about action which their employer has taken or is contemplating taking in relation to them'. Such grievances may relate to terms and conditions of employment, health & safety, relationships at work, new working practices, organisational change, etc. There are instances where recourse to the Grievance Procedure is not appropriate, these exclusions are outlined in the procedure.

6. Equality Act 2010

6.1 In accordance with its Public Sector Equality Duty, the LGC of the School has given due regard

to equality considerations in adopting this policy/procedure and is satisfied that its application will not impact adversely on members of staff who have a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) within the meaning of the Equality Act 2010.

7. Contact details

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