



LDBS Academies Trust

LDBS Academies Trust
&
LDBS Academies Trust 2
Grievance Procedures

DATE APPROVED	October 2025		
NEXT REVIEW DATE (Biennial)	October 2027		
SIGNED (EXECUTIVE) HEADTEACHER		DATE	
SIGNED CHAIR OF THE LOCAL ACADEMY COMMITTEE		DATE	

Vision Statement

Grounded in faith, growing beyond expectations, serving with love

At LDBS Academies Trust, our vision is inspired by the parable of The Mustard Seed (Matthew 13: 31-32). Every school within our Trust, like the mustard seed, holds the potential to grow beyond expectations. Through careful nurture and high aspirations, we create the right environment for this growth. Just as the mustard seed in the parable becomes a thriving tree where birds perch in the branches, so too will our schools be broad and inclusive places of blessing and belonging, in which pupils and adults alike can flourish.

Grounded in faith, inspired by hope and walking in love, we work together to broaden our horizons, to equip one another for action and to empower all for service. As we grow beyond expectations, we bring the transforming presence of the kingdom of God into our communities.

In our school we demonstrate how we support this vision through our values which are *[insert text]* and summed up in the following statement *[insert text]*.

We live out our values and vision through our key policies e.g. The behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in ‘all its fullness’, so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school’s policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are ‘inscribed on the palms of His hands’.

The HR policies are common in all Trust schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.



Aims

Grievances can arise from a variety of sources. They can arise among members of the staff; with the (Executive) Headteacher; with a member of the Local Academy Committee ('LAC'), or the LDBS Academies Trust and the LDBS Academies Trust 2 (herein referred to collectively as 'the Trust'). They can be of a relatively simple nature or of fundamental importance.

This procedure is designed to enable the Trust, the LAC, the (Executive) Headteacher and the staff to foster good relations by:

- Discouraging the harbouring of grievances;
- Assisting the resolution of individual grievances in an atmosphere of trust and confidentiality;
- Enabling grievances to be settled as near as possible to their point of origin; and
- Ensuring that grievances are dealt with fully, promptly, and fairly.

This procedure sets out:

- An informal process through which most grievances may be resolved without recourse to any subsequent stage;
- A formal procedure to be involved when the first stage has failed or is inappropriate; and
- A right to appeal the outcome of any stage of the procedure.

This procedure does not form part of any employee's contract of employment. The Trust will review this procedure once every two years and may amend it from time to time.

Representation

At all stages the affected member of staff is entitled to be accompanied by a work colleague or a trade union representative. At the meeting, the companion may make representations and ask questions, but should not answer questions on behalf of the affected member of staff. During the formal part of the procedure, witnesses may also be called and questioned by either party.

Informal stage

Where a member of staff has a grievance, which involves another member(s) of staff, they should make every effort to resolve it by direct approach to the person(s) concerned. If a direct approach fails to resolve the grievance, the employee should then request a personal interview with their Line Manager, or the (Executive) Headteacher (as appropriate), and the other party must be informed about the complaint. If the complaint is against the (Executive) Headteacher, then the employee may request an interview with a member of the LAC.

The employee should contact the Chair of the LAC who will nominate a member of the LAC to look into the matter.

The interview should take place within five school days of the request and seek to resolve the problem personally in consultation with any other member(s) of staff involved. The parties may, by mutual agreement, seek consultation with the (Executive) Headteacher, the Chair of the LAC or representatives of trade unions, as appropriate.



The aim of the meeting is to resolve matters informally, and this may result in a mediation or a facilitated meeting between parties or a more formal investigation by the (Executive) Headteacher, a member of the school's Senior Leadership Team ('SLT') or an independent party.

Formal stage

Where the matter has not been resolved informally (or has been considered inappropriate for the informal stage), the employee should submit a formal written notice of the grievance to the (Executive) Headteacher or the Chair of the LAC (or the Trust where the complaint is being made against the LAC or one of its governors). The written notice should:

- Include full details of the grievance, together with any supporting documents;
- Sets out steps taken to resolve the issue; and
- State the resolution being sought.

The (Executive) Headteacher, or a member of the SLT, will advise any other parties concerned as to the nature of the grievance, and they may make a formal written response (together with any supporting documents). This response should normally be submitted within 10 school days of receipt of the written notice of grievance unless not practical. A hearing will then be arranged before either a panel composed of three governors from the LAC, or the (Executive) Headteacher, as appropriate. The hearing will normally take place within 20 school days from the date of receipt of the formal notice of grievance.

At least 10 school days' notice of the hearing will be given to the employee, who may be accompanied by a trade union representative or work colleague.

The above time limits may be altered by agreement of the parties.

The panel, or person hearing the grievance, in seeking to resolve the matter, may adjourn the meeting or defer the making of a decision, if this is considered appropriate to promote conciliation or obtain further information on relevant facts.

The decision of the panel, or person hearing the grievance, and the reasons supporting the decision will be confirmed to all parties within five school days.

Appeal stage

The aggrieved employee may appeal in writing to the Chair of the LAC (or the Chief Executive Officer of the Trust) within 10 school days of receiving the written decision.

The notice of an appeal should set out the reasons for it. A copy of this written notice should be supplied to the Clerk to the LAC, who will forward the copies to concerned parties.

The appeal will be heard by the LAC, or if appropriate the members of a LAC from another school within the Trust, or the Chief Executive Officer of the Trust. All documents submitted will be made available to the Appeals Committee. The hearing will normally take place within 15 school days of receipt of the notice of appeal.

At least 10 school days' notice will be given to all parties, who may attend in person and be accompanied by a work colleague or a trade union representative.

The decision of the Appeals Committee will be final.

This process may run concurrently with any other procedure involving the complainant.