

Grievance policy

We at Birchwood Private Day Nursery believe all staff should be happy within their work environment. However we are aware that sometimes staff may have grievances with other staff members and procedures within the nursery setting.

If any member of staff has a grievance the procedure in place is as follows:

- Discuss with a senior member of staff who will look into the matter and try to resolve the situation as quickly as possible, replying to the grievance in writing within 5 days with a possible solution.
- If the grievance is with a senior member of staff the staff member may speak directly to the manager who will follow the same procedure as above.
- If the grievance is not dealt with accordingly the member of staff may take the matter further by taking the matter to a tribunal.
- At any point within the procedure the staff member may be accompanied by a representative or another member of staff.

Date: 2015

Reviewed: 2016