



Staff Grievances Policy

Last approved: 25th August 2023

Approved by: Chairs Actions

Next review due: August 2026

Safeguarding Statement

BN1 Arts is a post-16 specialist provider, specialising in Music and the Creative and Performing Arts. All staff, volunteers and partners are committed to safeguarding the welfare of every person within BN1 Arts. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Introduction

Honesty, transparency and open communication support the positive environment and ethos of BN1 Arts. In the unfortunate event that a member of staff finds themselves aggrieved, BN1 Arts encourages all staff to discuss any problems that arise with the member of staff directly, or if they are not comfortable with doing this, with their line manager. However, if the concern is more serious or if you feel that you are unable to resolve any matters on an informal basis, you can follow the following formal Grievances Policy.

Procedure

Communicate your grievance in writing to the College Principle

nathanpotter@bn1arts.co.uk

info@bn1arts.co.uk

The written grievance should contain a brief description of the reason(s) for your complaint, including any relevant facts, dates and names of individuals involved so that it may be investigated if necessary.

You will be invited to a meeting to discuss your grievance either with a member of SLT which you should make all reasonable efforts to attend.

SLT will consider your grievance and let you know what action is going to be taken following your complaint, either in writing, or verbally and then followed in writing. You will also receive a right of appeal if you do not feel that your grievance has been handled appropriately.

Appeal

If you do not feel that the decision regarding your grievance is acceptable, you may appeal the matter in writing to a separate member of the Senior Leadership Team within 2 working days of receipt of the decision.

miabird@bn1arts.co.uk

rosiebutler@bn1arts.co.uk

You will be invited to attend a further meeting where BN1 Arts will seek to address your concerns. You must take all reasonable steps to attend the meeting. Within 3 days of the

meeting, you will be notified in writing of the BN1 Arts' decision with respect to your grievance. This decision will be final.

Companions

At any meeting convened to address your grievance, you have the right to be accompanied by a trade union official or a colleague of your choice. Please note, this will be in a supportive capacity and not as a representative on your behalf.

Modified procedure

There may be some instances where it is not possible to follow the above Grievance Policy procedure, e.g. in cases where you no longer work for BN1 Arts, in which case a modified procedure will be followed. This will be set out when you have contacted SLT with your grievance.

If you have any questions or concerns about the above procedure, please contact a member of SLT at the addresses above.