

Peapod Nursery School



Grievance policy

Peapod Nursery School works with a close team of childcare practitioners working towards the common goal of providing a good childcare setting for the children attending. Good communication between the team is essential. Ideas and opinions can be aired during staff meetings and training sessions, or during regular reviews with the manager. Staff can request a private meeting with the manager if a grievance arises which needs to be addressed before it becomes an issue. Every member of staff has the right to request a grievance meeting regarding any area of their employment.

Any grievance must be brought to the manager directly, either through a private meeting, or it can be put in writing if the employee wishes to adopt a formal approach. Every effort should be made between the employer and employee to reach a mutually agreeable outcome. The manager will put the outcome of all grievances in writing, a copy will be given to the employee, and a second copy will be stored confidentially in the staff's file.

If the Peapod Nursery School has a grievance regarding an employee, the manager will give the employee written notification of the grievance and invite the employee to a private discussion. The employee is entitled to a period of time to consider their response prior to the meeting. The employee has the right to appeal against any decision made regarding a grievance or disciplinary decision, within 5 days of the written outcome.

A grievance meeting is not the same as a disciplinary hearing, and the outcome should produce a satisfactory solution.