

**Our Lady of the Wayside NS
Kiltiernan**



Grievance Procedure

COMPLAINTS PROCEDURE:

Complaints are infrequent, but the school would wish that these would be dealt with informally, fairly and quickly. An anonymous complaint will not be entertained by a teacher, Principal or Board of Management. The following is the agreed complaints procedure to be followed in primary schools.

STAGE 1-INFORMAL STAGE:

- A parent/guardian who wishes to make a complaint should, firstly approach the **class teacher** with a view to resolving the complaint.
- Where the parent/guardian is unable to resolve the complaint he/she should approach the **Principal** with a view to resolving it
- If the complaint is still unresolved, the parent/guardian should raise the matter with the Chairperson of the Board of Management with a view to resolving it.

STAGE 2-FORMAL STAGE:

- If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further, he/she should lodge the complaint in writing with the Chairperson of the Board of Management
- The Chairperson will bring the precise nature of the written complaint to the notice of the staff member and seek to resolve the matter between the parties within 5 days of receipt of the written complaint.

STAGE 3:

- If the complaint is not resolved informally, the Chairperson should, subject to the authorisation of the Board:
 - a. Supply the staff member with a copy of the written complaint and
 - b. Arrange a meeting with the staff member, and where applicable, the Principal with a view to resolving the complaint. Such a meeting should take place within 10 days of receipt of the written complaint.

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STAGE 4:

- If the complaint is still not resolved, the Chairperson should make a formal report to the board within 10 days of the meeting
- If the Board considers that the complaint is not substantiated, the staff member and the complainant should be so informed within 3 days of the Board meeting
- If the Board considers that the complaint is substantiated or that it warrants further investigation, the following steps should be followed:
 - a. The staff member should be supplied with copies of any written evidence in support of the complaint
 - b. He/she should be requested to supply a written response to the complaint to the Board and should be afforded an opportunity to make a presentation to the Board and to be accompanied by another person to that meeting
 - c. The Board may arrange a meeting with the complainant, who may be accompanied by another person to this meeting.

STAGE 5:

Following the Boards investigations, the Chairperson shall convey the decision of the Board in writing to the staff member and the complainant within 5 days of the meeting of the Board. The decision of the Board shall be final.

BEHAVIOUR OF ALL MEMBERS OF THE SCHOOL COMMUNITY:

Positive and respectful communication is of high importance to our school. This not only extends to the children but to all of the stakeholders e.g. the staff, parents and the wider community. Anyone entering our building should feel safe to do so. While the behaviour of children in our school is of vital importance, adults in the school community also have a responsibility to ensure their own behaviour models the types of behaviour expected of children.

It is important that all stakeholders are responsible for their own behaviours in the school.

- All stakeholders are expected to speak to each other with respect. Shouting or other aggressive tones are not acceptable.
- All stakeholders will treat our children with the utmost respect while on the premises.
- Staff should not be asked to speak about another parent's child. The staff of the school will respect your child's right to privacy so it is asked that parents respect other children's rights to privacy
- When stakeholders meet, it is important to respect that the time of meetings should be kept to a reasonable amount of time. Times of meetings should be agreed beforehand and these should be respected.
- Staff are generally available to listen to a quick issue in the morning and after school. However, should a parent need to have a discussion or meeting, an appointment should be made at a convenient time for both parties. This ensures that issues can be resolved. Classes begin at 8.50 a.m. and finish at 2.30 p.m. and this time should not be interrupted.

SAFETY, HEALTH AND WELFARE AT WORK:

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The Safety, Health and Welfare at Work Act became operative on 1 November 1989. It is an important piece of legislation for the BOM and for those who work in schools, as schools and colleges were brought under the scope of safety legislation for the first time.

It is recognised that school staff may be at risk from violence in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from pupils, parents, guardians, other staff members or intruders.

In this respect, all staff should be aware of **DES Circular 40/97** which deals with the procedures to follow if they feel they have been subjected to any of the above behaviours. A copy of this circular can be found in the school's Health and Safety folder.

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