

FAST FORWARD Grievance and Harassment Policy 2025

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on will attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

Purpose and Aims

Grievances are concerns, problems or complaints that employees raise with their employers. [ACAS Code of Practice] All employees have a right to know how their grievances will be resolved. requires FAST FORWARD grievance procedures to promote fairness and consistency in the treatment of individual employees, and reflect the relevant policy on equal opportunities and avoidance of discrimination.

The procedures will be followed when dealing with a grievance or dispute in relation to an individual's employment. It will not generally be applied to collective disputes which are dealt with under a separate procedure. Allegations of harassment will also be dealt with under a separate procedure.

The policy and procedures aim to ensure that:

- the procedures are known by all employees;
- any employee can raise grievances and issues in respect of their employment within FAST FORWARD
- grievances are dealt with promptly and in a fair and supportive manner; and as near as possible to the point of origin; and
- a fair appeal procedure is available.

Scope

The procedure applies to all employees of FAST FORWARD

The procedure excludes matters relating to:

- Appeals against grading (as there is a separate procedure)
- Discipline and Dismissal
- Harassment
- Matters over which the school has no control

The grievance procedure will not be available to employees who:

- have been notified of the date of an interview or disciplinary hearing concerning an alleged act of misconduct by them and whose declared grievance is connected with that matter;

- have been notified of the date of an interview or formal hearing concerning alleged unsatisfactory performance by them and whose grievance concerns, or is connected with, that matter or the arrangements for that interview or hearing; have grievances which are:- matters of principle.
- fail to comply with the relevant time limits in the procedure, unless management and the employee (or their representative) concur in advance to a particular time limit being waived;
- attempt to restart the grievance procedure in respect of a grievance which has been heard and resolved under the procedure within six months of that hearing, unless the grievance is about actions which have taken place after the earlier grievance was decided upon.

The Nature of Grievance

Grievances can arise from a variety of sources and it is important for members of the FAST FORWARD Community to recognise that many potential problems and difficulties can and are better resolved informally and as quickly as possible. Formal procedures are intended to be used for problems which are serious in themselves, or serious because they remain unresolved after informal steps have failed to achieve a satisfactory outcome.

Responsibilities

Directors

The Directors will make and maintain a Grievance and Harassment Policy and Procedures.

At FAST FORWARD it has delegated to the Director the responsibility for dealing with staff grievances. Steve Lee; (When the Director has a grievance or the grievance is against the Director, the matter will be dealt with by the Chief Executive of the Trustees, or if appropriate by another nominated Trustee.)

The Director also has the power to delegate responsibility for dealing with grievances to appropriate line managers at the informal stage. Should the grievance become formal the Director may appoint an Investigating Officer to act on his/her behalf, however, the decision to uphold/not uphold the grievance will lie with the Director.

The Directors/HR will appoint an Appeal Panel to hear any appeals arising from the decision.

Otherwise Directors will play no part in the grievance procedures.

The Directors have the responsibility for managing the procedures and for resolving grievances as far as are reasonably practicable. The Director must ensure that the procedures are known to all staff.

The Director has the delegated power to require appropriate line manager to resolve grievances and disputes in the first instance, and to pass the matter to the other Directors (SLT)/HR if it has proved impossible to resolve satisfactorily.

When the grievance has been formally raised with the Director he/she may appoint an Investigating Officer to act on his/her behalf. It will be made clear to the employee that the responsibility for the decision lies with the Steve Lee (Senior Director).

The Director/Investigating Officer must aim to resolve any formal grievances referred to him/her as promptly and as sensitively as possible. The Director/Investigating Officer must advise the employee, in writing, that he/she may be accompanied by a trade union representative or FAST FORWARD colleague at the grievance meeting.

The Director must ensure that any decision regarding the grievance is communicated to the employee, wherever possible, at the end of the meeting, and confirmed in writing within 5 working days. The letter must also confirm to the employee their right to appeal to the governing body and to be accompanied by a trade union representative or FAST FORWARD colleague at the appeal meeting.

Investigating Officer

The Investigating Officer will investigate the grievance at the request of the Director. He/she will carry out a thorough investigation, after which he/she will make findings and recommendations. The Investigating Officer does not have the authority to make decisions unless he/she is investigating a grievance against the Director or raised by the Director and that authority has been delegated by the Trustees.

During the course of the investigation, the Investigating Officer may be supported by an officer of the Local Authority if needed.

Line Managers

The appropriate line managers have the responsibility for ensuring that any informal grievance brought to their attention is considered promptly and a resolution sought. They are expected to apply the procedures and conduct any investigation in a sensitive and considerate manner.

The line manager is expected to inform the Director that a grievance has been raised and is being dealt with informally.

The line manager must reply orally to the employee as soon as possible and no later than 2 working days after the informal grievance is raised.

If it proves impossible to resolve a grievance satisfactorily the line manager can refer the matter to the Director with the consent of the complainant.

Confidentiality

In order to preserve the rules of the natural justice for all parties, the Director/Investigating Officer and trustees must ensure that matters relating to any disputes are not discussed outside the meetings called expressly to consider the matters.

Rights of the Employee's Companion:

The employee's Trade Union representative/FAST FORWARD colleague has the right to:

- address the hearing, putting the employee's case;
- sum up the case;
- respond on the employee's behalf to any views expressed at the hearing; and
- confer with employee during the hearing.

The Trade Union representative/FAST FORWARD colleague may not answer on behalf of the employee any questions put directly to the employee, and may not address the hearing if the employee indicates that he/she does not want the companion to do so.

The Trade Union representative/FAST FORWARD colleague may not stop the employee explaining his/her case, nor prevent anyone else at the hearing from making a contribution.

Appeal Panel

The Director will appoint an Appeal Panel of three members at its inaugural meeting each year. The Appeal Panel must hear any appeal within 10 working days of the appeal being received. The Panel must consider evidence from all relevant parties, and must allow all parties to be heard at the meeting.

The members of the Panel should ensure that they have not been involved in any prior stages of the grievance procedure. They must declare any prior involvement and play no further role.

The Panel may call for expert advice wherever appropriate.

The Panel must retire to make its decision, which may be in the form of a recommendation if appropriate. The Panel can announce its decision at the end of the meeting, or later, but written confirmation of the decision must be sent to all parties within 5 working days.

The Employee

Employees must first discuss a grievance on the relevant subject with their line manager, as soon as possible and no later than 2 months of the event giving rise to the grievance unless the line manager is the subject of the grievance or it is otherwise inappropriate to raise the grievance with the line manager.

The employee has the duty to use every endeavour to resolve the dispute satisfactorily. The employee has a right to bring Trade Union representative or a FAST FORWARD colleague to any meeting.

The Director expects that employees will also set out with the intention of settling the dispute as speedily as possible.

Where an employee is aggrieved on any matters involving other staff, they should discuss the matter initially with the individual concerned. If they feel unable to do this or this fails to resolve the matter, it should be raised with their line manager unless the line manager is the subject of the grievance or it is otherwise inappropriate to raise the grievance with the line manager.

If the dispute cannot be resolved informally the employee must follow the formal procedures. See management guide for step-by-step process.

If the employee is not satisfied with the final decision he/she has a right of appeal to the FAST FORWARD Appeal Panel.

Right of Appeal

The aggrieved employee has the right to appeal to an Appeal Panel of the Trustees in writing, within 10 working days of receiving written notification of the decision

The appeal should take place within 10 working days of the receipt of the written notification of an appeal.

Copies of all relevant documents will be provided 5 working days in advance of the meeting to all parties involved.

The aggrieved party is entitled to be accompanied by a Trade Union representative/FAST FORWARD colleague and will be given an opportunity to present their case to the Panel.

The Director/Investigating Officer may be accompanied by a Human Resources Officer of the Local Authority for the purposes of advice.

The decision, or recommendations, of the Panel will be given to all parties at the end of the meeting, or as soon as possible thereafter, and confirmed in writing within 5 working days.

There is no further right of appeal and the findings of the Appeal Panel will be binding on all parties.

Equal Opportunities:

In all the procedures all parties must take into account the FAST FORWARD's equal opportunities policy and to ensure that there is no discrimination on the grounds of sex, race, disability, sexual orientation, religion and belief, or age.

Monitoring and Review:

The Director will review the policy every one to two years and after any formal disciplinary action has been taken.

Written by Adele Meek (QA Consultant)

Approved by Director Steve Lee

7th September 2024 / Review 31st August 2025.

Private and Confidential



GRIEVANCE PROCEDURE REPORT

To DIRECTOR _____

Name(s) of aggrieved employee(s): _____

Post title(s): _____

Telephone No:

Work: _____ Home: _____

Trade Union: _____

Name of representative: _____

Name of Line Manager: _____

Post Title: _____

Date Grievance first reported to Line Manager: _____

Date of Line Managers oral reply: _____

DETAILS OF GRIEVANCE:

[Please be as explicit as possible, include all relevant details, locations, dates, times, witnesses (if appropriate) etc.]
