

Staff Grievances Policy

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

1 Overview

- 1.1 The Currajong School is committed to providing a positive and therapeutic school experience for children presenting with significant social, emotional, and behavioural difficulties. The educational program at our school has been designed to meet the needs of these young students, with social-emotional learning as an integral component of the curriculum.
- 1.2 Part of this commitment involves ensuring staff have access to processes that allow for grievances to be managed appropriately, promptly, fairly and, with sensitivity. The School takes all complaints and concerns received from staff, volunteers and those engaged in work at the School, seriously. Consistent with this commitment, this policy outlines the School's approach to addressing staff grievances.

2 Scope

- 2.1 This policy applies to School staff (including employees, contractors and volunteers).

3 Framework

- 3.1 If you are a staff member and have a grievance, there may be a specific policy or process that can assist you to resolve your grievance.
- 3.2 For example:
 - (a) The *Educational Services (Teachers) Award 2020* and the *Educational Services (Schools) General Staff Award 2020* (and once replaced, their successors) set out procedures for dealing with disputes related to matters arising under the relevant award, or the National Employment Standards.
 - (b) The People and Culture Manual & Community Grievances Policy sets out a procedure for dealing with grievances regarding bullying, discrimination and sexual harassment.
- 3.3 In the absence of a relevant policy or procedure, please raise the relevant grievance with:
 - (a) The Principal.

(b) If about the Principal: the Board Chair via email to chairperson@currajong.vic.edu.au, or via post to 90 Darling Road, Malvern East VIC 3145.

3.4 Please note that in accordance with good governance, the Board entrusts the Principal with the day-to-day management of the School, and in particular its staff and students. The Principal has significant discretion regarding such matters. Accordingly, subject to the School's legal obligations, and any rights a staff member may have to seek remedies from external bodies, operational and staffing decisions made by the Principal will usually be considered final.

3.5 The Principal and Board Chair will promptly report to the Board regarding any formal staff complaints, and staff-related legal action.

4 Guiding Principles

4.1 The guiding principles in the *Community Grievances Policy* (See *Community Grievances Policy*) apply to staff who raise a grievance with the School in accordance with this policy. When raising a grievance, staff can expect to:

- (a) Be treated with courtesy and respect.
- (b) Have the grievance taken seriously, considered impartially by an unbiased decision-maker, and dealt with on the merits and in accordance with the principles of procedural fairness.
- (c) Have the grievance dealt with in a confidential and timely manner.
- (d) Have access to appropriate and easily understandable information regarding the grievance resolution process being followed by the School (including this policy).
- (e) Be supported by the School during the grievance handling process, with a focus on maintaining the emotional wellbeing of any students involved.
- (f) Be kept informed of the progress and outcome of the grievance.
- (g) Receive an outcome that is based on the information available to the School.
- (h) Not be victimised, or subjected to reprisal, for raising grievances in good faith.

4.2 In turn, the School expects that staff, when raising a grievance, will:

- (a) Treat others (including School staff, students and parents, both former and present) with respect and courtesy.
- (b) Raise grievances in accordance with this policy, and as soon as possible after the event giving rise to the grievance has occurred.
- (c) Provide complete and factual information about the grievance.
- (d) Ask for assistance or further information as needed.
- (e) Act in good faith to achieve a reasonable outcome.

- (f) Be understanding and accepting of any outcome reached, being mindful that the School must sometimes manage the interests of a number of students and other individuals when making decisions, and may be privy to confidential information not known to the person raising the grievance.

4.3 Please note the processes outlined in this policy are intended to be conciliatory, non-adversarial and non-legal. Steps will be implemented flexibly at the School's discretion, depending on the circumstances of each situation.

5 Confidentiality

5.1 Parties to a grievance raised in accordance with this policy are expected to observe confidentiality, unless advised otherwise by the School. Should details of a grievance become widely known, it may be less likely that the matter will be resolved to the satisfaction of parties involved.

6 Record keeping

6.1 The School will maintain a record of grievances raised in accordance with this policy and any outcomes.

6.2 The School will also keep a separate record of grievances that are found to be vexatious or based on misinformation.

Evaluation

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
December 2023	School Board	December 2026



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.