

## DOBCEL POLICY AND PROCEDURE OVERVIEW

<b>Policy Title</b>	Employee Grievance Policy
<b>Procedure Title</b>	Employee Grievance Procedure
<b>Accompanying Documents</b>	N/A
<b>Date</b>	21 April 2021

**Access the above named document(s) via eSORT: Compliance and Statutory Requirements  
4.1 Care, Safety and Welfare of Students**

### What is the basis for providing this document?

VRQA Minimum Standards for school registration Section 4.1 Care, safety and welfare of students requires a process for *'managing complaints and grievances including how the school's policies and procedures: ensure procedural fairness; and are accessible to the school community and are consistent with the school's enrolment agreement.'*

While this requirement pertains to *providing a safe environment for students where the risk of harm is minimised, and students feel safe*; DOBCEL is committed to fostering a safe and inclusive workplace where all employees feel safe and supported.

### Key points

- A grievance is any type of problem, concern or complaint related to an employee's work or the work environment. A grievance can be about any act, behaviour, omission, situation, or decision impacting on an employee, that the employee believes is unfair or unjustified.
- A robust grievance resolution process creates opportunities for giving and receiving feedback and provides an opportunity for reflection and learning
- This policy and procedure provide a consistent approach to resolving employee grievances
- Where possible the preference should be to resolve any grievance at the local level
- These documents outline a framework to facilitate the resolution of employee grievances with regard to procedural fairness and regulatory and legal frameworks.

### Action required – by 5 May 2021

- Upload the policy and procedure to your school intrant / eSORT library (it must be accessible to all staff).
- Retire any previous employee grievance policy, procedure or related documents and remove them from your internet and intranet. Archive these to be available as an historical record if needed.
- Brief all employees (including contractors and volunteers) on this policy, such as in a team meeting or PL session. You may find the accompanying PowerPoint presentation helpful for this.