

## **Grievance & Disciplinary Policy**

### **1. Introduction**

Turning Point Leeds (TPL) is committed to ensuring a fair, consistent, and restorative approach to resolving workplace concerns and managing staff conduct. Our culture is built on trust, open communication, and repairing relationships where difficulties arise. This policy sets out how grievances raised by staff and disciplinary matters are managed within a restorative framework.

### **2. Purpose**

**The purpose of this policy is to:**

- Ensure staff concerns are addressed quickly, fairly, and without fear of victimisation.
- Promote restorative practice, focusing on dialogue, understanding, and repairing relationships.
- Provide clear procedures for managing grievances and allegations of misconduct.
- Maintain safeguarding and wellbeing at the heart of all processes.

### **3. Principles**

- Restorative First: Issues are addressed through open dialogue and restoration where possible, rather than punitive measures.
- Fairness: All staff will be treated with respect and impartiality.
- Transparency: Decisions will be based on evidence and communicated clearly.
- Safeguarding Priority: Where a grievance or disciplinary matter involves pupil safeguarding, the TPL DSL will always inform the host school DSL.
- Confidentiality: Information will be shared only with those directly involved.
- Right to Representation: Staff may be accompanied by a colleague or trade union representative.

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## **4. Grievance Procedure**

### **4.1 Informal Resolution**

- Staff are encouraged to raise concerns informally with their line manager or a Director.
- Wherever possible, issues will be addressed through a restorative conversation, allowing all parties to express views, understand impact, and agree solutions.

### **4.2 Formal Grievance**

If the matter cannot be resolved informally, the member of staff may submit a formal grievance in writing.

#### **Process:**

1. Acknowledgement – The grievance will be acknowledged within 5 working days.
2. Investigation – A Director investigates, seeking both factual evidence and opportunities for restorative dialogue.
3. Hearing – A meeting is arranged where the staff member can present their case; restorative conferencing may be used where appropriate.
4. Decision – A written outcome is provided within 10 working days, outlining agreed actions.
5. Appeal – Staff may appeal within 5 working days. Appeals are heard by a different Director not previously involved.

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## **5. Disciplinary Procedure**

### **5.1 Misconduct**

Misconduct includes breaches of TPL policies, inappropriate behaviour, or actions undermining professionalism.

## **5.2 Gross Misconduct**

Gross misconduct includes (but is not limited to):

- Serious safeguarding breaches.
- Violence, bullying, or harassment.
- Theft, fraud, or dishonesty.
- Being under the influence of drugs or alcohol at work.
- Serious breaches of confidentiality or GDPR.

## **5.3 Restorative Approach**

- TPL prioritises a restorative resolution wherever possible, even in cases of misconduct.
- Staff are encouraged to acknowledge harm caused, reflect on their behaviour, and take steps to repair trust.
- Restorative conferences may be used to rebuild professional relationships.

## **5.4 Process**

1. Investigation – Allegations are investigated fairly by a Director.
2. Suspension – May be used in safeguarding or gross misconduct cases, but restorative engagement continues during investigation.
3. Hearing – A formal meeting allows both parties to present their case, with restorative dialogue encouraged.
4. **Outcome – Possible outcomes include:**
  - Restorative agreement or action plan.
  - Verbal or written warning.
  - Final written warning.

- Dismissal (in the most serious cases).

**5. Appeal – Staff may appeal within 5 working days; appeals are restorative where possible.**

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**6. Safeguarding Considerations**

- Where allegations involve pupil safeguarding, the matter will be referred immediately to the DSL and the Local Authority Designated Officer (LADO).
  - The host school DSL will always be informed of any safeguarding concerns involving their pupil.
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**7. Roles and Responsibilities**

- Directors: Ensure fair and restorative processes are followed.
  - DSL: Oversees safeguarding concerns and liaises with host school DSLs.
  - Staff: Engage in restorative processes and uphold professional conduct.
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**8. Monitoring and Review**

- Directors review grievances and disciplinary actions annually, ensuring restorative practice is central.
  - Feedback from staff is used to improve procedures.
  - Policy is reviewed annually, or sooner if guidance changes.
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## **9. Linked Policies**

- Staff Code of Conduct
- Safeguarding & Child Protection Policy
- Whistleblowing Policy
- Equality, Diversity & Inclusion Policy
- Restorative Discipline Policy

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