



## GRIEVANCE PROCEDURE

Good relationships within the school community give children a greater chance of success. However, in the event of a grievance, the following guidelines should be used.

### Principles of our Policy

- ❖ Everyone is to be treated with respect.
- ❖ All communication is respectful and individuals are not to be spoken about unkindly or unjustly through rumour or innuendo (this includes in the use of social media).
- ❖ Meetings to discuss grievances will be suspended if any person(s) behave in an insulting or offensive manner.

STUDENTS With grievance should...	PARENTS/CAREGIVERS With grievance should...	STAFF With grievance should...
<ol style="list-style-type: none"> <li>1. <b>If you feel okay to do so</b> talk to the person about the problem, or ask a friend to help</li> <li>2. Talk to the teacher or SSO about the problem at an appropriate time</li> <li>3. If you feel uncomfortable, speak to someone, "with whom you feel comfortable with."</li> <li>4. If the issue is unresolved, speak to your parent(s) / caregivers</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange a time to speak to the relevant teacher(s) about the problem.</li> <li>2. Let the teacher know what you consider to be the unjust or unfair action.</li> <li>3. Allow reasonable timeframe for issue to be addressed.</li> <li>4. If the grievance is not addressed arrange a time to speak with the Principal or Student Wellbeing Leader.</li> <li>5. <i>A Parent Guide to Raising a Concern or Complaint</i> given to every parent who raises a concern or complaint.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>If you feel safe to do so</b> arrange a time to speak to the person concerned</li> <li>2. <b>If necessary</b>, ask a colleague / line manager for support</li> <li>3. Allow reasonable time for the issue to be addressed.</li> <li>4. If the grievance is not resolved, seek advice from:               <ul style="list-style-type: none"> <li>❖ Principal/Line Manager</li> <li>❖ If resolution not successful or not appropriate, refer to:                   <ul style="list-style-type: none"> <li>◆ <i>DECS Complaint Resolution for Employees Procedure</i></li> <li>◆ reference "<i>Complaint... Resolution Flowchart</i>"</li> </ul> </li> </ul> </li> </ol> <p>and follow process until complaint settled or closed</p>

### Note: Parents with a grievance towards a Renmark North School staff member can:

- # Arrange a meeting time with the Principal / Student Wellbeing Leader to discuss their concern.
- # Allow a reasonable time frame for the issue to be addressed.

If the issue has not been resolved after meeting with Principal / Student Wellbeing Leader, please phone the **Parent Complaint Hotline: 1800 677 435**





# Renmark North School

It is important that these concerns are dealt with in a confidential manner.

When the matter is discussed in the student's hearing, it is important that the student understands you have confidence the issue will be resolved confidently at the school level.

The school can only deal with the issues that are raised in the ways outlined above.

If we do not receive information then we assume all is well.

