

# Grievance & Disciplinary Procedure Policy

## 1 GRIEVANCE PROCEDURE

In the great majority of cases, grievances are best dealt with satisfactorily through informal discussions between you and your manager about any aspects of work or your working relationship that concern you. However, where issues cannot be resolved informally, Freedom Foundation has a formal procedure for raising a grievance.

It is our policy to ensure that all members of staff have access to a procedure to help deal with any grievances relating to their employment with Freedom Foundation fairly and without unreasonable delay. We aim to investigate any formal grievance you raise, hold a meeting to discuss it with you, inform you in writing of the outcome and give you a right of appeal if you are not satisfied.

The grievance procedure should not be used to complain about dismissal, capability or disciplinary action. If you are dissatisfied with any disciplinary or capability action, you should lodge an appeal under the appropriate procedure in this handbook.

We have a separate Anti-Bullying and Harassment Policy in this handbook that may be useful if you believe that you have been the victim of bullying or harassment or wish to report an incident of bullying and harassment involving other people.

We also operate a separate Whistleblowing Policy to enable staff members to report illegal activities, wrongdoing or malpractice. However, where you feel you have been victimised for an act of whistleblowing, you may raise the matter under this procedure.

If untrue and malicious allegations are put forward in bad faith against a colleague or manager, then this may be considered as gross misconduct and may be subject to action under the Disciplinary Procedure.

### ○ FACILITATORS AND MENTORS

Each facilitator and/or staff member running interventions is responsible for:

- The progress and development of every student they are working with
- Working closely with specialist staff, including mentors, to plan and assess the impact of support and interventions, and how they can be linked to teaching
- Working with the SENCo to review each student's progress and development and decide on any changes to provision
- Giving feedback to parents/ carers of students with SEND
- Ensuring they follow the SEND policy

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the provision. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the provision)
- An intruder on the provision site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the provision
- The close proximity of a dangerous dog/animal roaming loose

## 2 PARTIAL LOCKDOWN

### **Alert to Staff: 'Partial Lockdown'**

This may be as a result of a reported incident / civil disturbance on the local community with the potential to pose a risk to staff and students in the provision. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### **Immediate Action:**

- All outside activity to cease immediately, pupil and staff to return to the building. Staff will be alerted via verbal communication (phone / walkie talkie)
- All staff and students remain in the building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff

All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going any dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students.

"Partial lockdown" is a precautionary measure but puts the provision in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## 3 FULL LOCKDOWN

### **Alert to Staff: 'Full Lockdown'**

This signifies an immediate threat to the provision and may be an escalation of a partial lockdown.

### **Immediate Action:**

- All students to return to classroom
- External doors locked. Classroom doors locked and blocked
- Windows locked, blinds drawn, students sit quietly out of sight under desks
- Register taken / head count - the office will contact each class in turn for an attendance report via telephone

- Staff and students remain in lockdown until it has been lifted by a senior member of staff / emergency services
- **At any point during the lockdown, the fire alarm may sound, and a verbal message via telephone which is a cue to evacuate the building**
- During lockdown, staff will keep agreed lines of communication open, via telephone and e-mail

#### 4 COMMUNICATION BETWEEN PARENTS/CARERS AND THE PROVISION

Advice regarding procedures is given in the provision on the provision website under the 'Important Information' tab.

In the event of an actual lockdown, any incident or development will be communicated to parents/carers as soon as is practicable. Parents/carers will be given enough information about what will happen so that they:

- Are reassured that the provision understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her/their safety
- Do not need to contact the provision. Calling the provision could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the provision. They could interfere with emergency provider's access to the provision and may even put themselves and others in danger
- Wait for the provision to contact them about when it is safe for you to come and collect their children, and where this will be from.

Parents will be told:

"...the provision is in a full lockdown situation. External doors locked and nobody allowed in or out..."

#### 5 EMERGENCY SERVICES

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The provision site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Proprietor with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Nottinghamshire County Council / Nottingham City Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friends outside of the cordoned area.

#### 6 REVIEW

We keep this policy under regular review

Review of this Policy: April 2025

Next Review Date: April 2026

Reviewed By: Laura Grant

Position/Role: Director of Freedom Foundation