

Grievance Policy (Staff)

1.0 PURPOSE

Youth2Industry College (**the College**) aims to foster a culture in which appropriate standards of conduct are maintained and is committed to ensuring a safe and healthy environment characterised by tolerance and support; and which also respects differing teaching and work styles and celebrates individual achievements and differences.

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 College takes all complaints and concerns received from staff (including volunteers and those engaged in work at the College) seriously. Consistent with this commitment, this policy outlines the College's approach to addressing staff grievances.

2.0 SCOPE

This policy applies to College staff (including employees, contractors, labour hire workers, secondees and volunteers).

This policy does not apply to:

- (a) Student grievances, which should be raised in accordance with the College's *Grievance Policy (Students)*.
- (b) Parent or other member of the community grievances, which should be raised in accordance with the College's *Grievance Policy (Community)*.
- (c) Concerns about child abuse, reportable conduct and other student safety and wellbeing matters, which will be addressed in accordance with the *Student Safety and Wellbeing – Raising and Responding to Concerns Policy*.
- (d) Legal matters, including requests for compensation, payment and redress.

To the extent that there are any inconsistencies between this policy and the College's other grievance policies and procedures, other than the *Student Safety and Wellbeing – Raising and Responding to Concerns Policy*, this policy shall prevail.

3.0 DEFINITIONS

College	Youth2Industry College
Staff	An individual working in a school environment who is: <ul style="list-style-type: none"> ○ Directly engaged (volunteers) or employed by the College; ○ A contracted service provider engaged by the College; ○ A labour hire worker ○ A secondee

4.0 FRAMEWORK

This College's Grievance Policy (Staff) has detailed information about how staff can raise and resolve grievances.

There may also be a specific policy or process that can assist students to resolve their concern or grievance. For example, the 'Anti-Bullying and Harassment Policy and Procedure' sets out procedures for raising concerns about disrespectful and unlawful behaviours.

The College's framework for dealing with grievances involves a three-step process, namely:

- (a) Stage 1 - A concern is raised with the College.
- (b) Stage 2 – A formal written complaint is made to the Principal.
- (c) Stage 3 - A review by the Chair of the Board is requested.

Further details about these Stages are set out in Schedule 1.

Common considerations when the College is managing grievances are set out in Schedule 2. 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.

In the absence of a relevant policy or procedure, please raise the relevant grievance with:

- (a) Your manager/supervisor.
- (b) If about your manager/supervisor: a member of the College Leadership Team.
- (c) If about a member of the College Leadership Team: the Principal.
- (d) If about the Principal: the Chair of the Board at secretary@y2ic.vic.edu.au

Please note that in accordance with good governance, the Board entrusts the Principal with the day-to-day management of the College, and in particular its staff and students. The Principal has significant discretion regarding such matters. Accordingly, subject to the College'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.

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

5.0 GUIDING PRINCIPLES

The guiding principles in this policy apply to staff who raise a grievance with the College. When raising a grievance, staff can expect to:

- (a) Be treated with courtesy and respect.
- (b) Where possible, grievances shall be dealt with locally and informally.
- (c) Have the grievance taken seriously, considered impartially, and dealt with on its own merits.

- (d) Have the grievance dealt with in a confidential and timely manner.
- (e) Have access to appropriate and easily understandable information regarding the grievance resolution process being followed by the College (including this policy).
- (f) Be kept informed of the progress and outcome of the grievance.
- (g) Be supported during the grievance handling process and the College will ensure there is procedural fairness.
- (h) Not be victimised, disadvantaged or subjected to reprisal, for raising grievances or participating in the grievance resolution process in good faith.

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

- (a) Treat others (including College staff, students and parents, both former and present) with respect and courtesy.
- (b) Maintain confidentiality if aware of the complaint (and or involved in the formal or formal complaint procedure). This includes the staff member who lodges the complaint.
- (c) Refrain from spreading rumours or gossip related to a complaint. Such actions may expose individuals to a defamation claim. Individuals may discuss the complaint with a designated support person or representative. Such parties are also required to maintain confidentiality.
- (d) Raise grievances in accordance with this policy, and as soon as possible after the event giving rise to the grievance has occurred.
- (e) Provide complete and factual information about the grievance.
- (f) Ask for assistance or further information as needed.
- (g) Act in good faith to achieve a reasonable outcome.
- (h) Be understanding and accepting of any outcome reached, being mindful that the College 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.

Our aim is for the quick resolution of staff concerns, ideally without there being a need for a formal complaint to be made.

As the Board appoints the Principal to manage the day-to-day operations of the College, a review by the Chair of the Board should be a last resort.

Timeframes listed in this policy are only a guide and can vary due to the nature of the grievance and surrounding circumstances. Where timeframes set out in this policy cannot be met, the College will strive to communicate with the affected parties about the status of the grievance, and the steps taken (or to be taken) to progress a resolution.

Please note the processes outlined in this policy are intended to be conciliatory, non-adversarial and non-legal.

6.0 RECOMMENDATIONS FOR INITIALLY RAISING CONCERNS (STAGE 1)

At first instance, staff should raise concerns directly with the staff member responsible for the issue. The College must be aware of a concern in order to address it.

The College believes that a concern is often best resolved closest to its source, and when a concern relates to staff, the College encourages concerns to be raised with their supervisor.

However, depending on the nature and severity of an issue, concerns may instead be raised directly with a senior staff member (e.g. Principal or Student Services Leader).

If unsure who to contact in the first instance, guidance is referred to in the table below.

The College believes that a concern is often best resolved closest to its source, and when a concern relates to a student, encourages concerns to be raised with the relevant staff member in the first instance. If unsure who that is, use the below as a guide.	
Designated staff member	Nature of grievance
Student Services Leader	Wellbeing matters
Curriculum Leader	Curriculum and Teaching matters
Principal	Education staff related matters
Principal	Enrolment related matters
Principal	Administration, business operations or finance matters
Chair of the Board	Principal or a member of the Board matters

The following considerations are relevant prior to, and when, raising a concern:

- Take the time to identify the key concern or problem prior to discussing it with other College staff.
- Decide whether the issue or problem is in the nature of a complaint, concern, enquiry or suggestion. This will help in finding a solution.
- Identify the key stakeholders and staff involved.
- Consider the practical outcome you are trying to achieve (while being realistic and open to other outcomes and solutions).
- If there is more than one concern or problem, write a list – in order of importance to you - so that you are adequately prepared.
- Consider whether there are any interim measures you would like the College to consider whilst it makes enquiries about the issue or problem.
- Make an appointment to meet with the relevant staff member to discuss the concern - the best way to do this is to arrange a mutually convenient time for a meeting.

- (h) Remain calm and courteous when conveying your concerns. The College is within its rights to terminate a conversation with the person raising the concern until such time that a calm and courteous conversation can continue.

7.0 MANAGEMENT OF RECORDS

The College will maintain accurate and up to date records in relation to any complaint or grievance and any associated investigation conducted in relation to the complaint or grievance.

Records relating to a complaint or grievance will be stored securely to protect confidentiality.

The College will manage records pursuant to its privacy and confidentiality obligations.

8.0 CONFIDENTIALITY

Appropriate confidentiality will be maintained by the College at all times when dealing with a grievance, with information only being provided to those who have a right or need to know.

9.0 COMMUNICATION

This policy is available to staff, students and the school community via the College's website. This policy (or aspects thereof) will also feature in communications via College, the College newsletters and bulletins as required.

ASSOCIATED DOCUMENTS

- QMS: 404 Y2IC Student Safety and Wellbeing - Raising and Responding to Concerns Policy
- QMS: 401 Y2IC Student Safety and Wellbeing Policy
- QMS: 400-41 Y2IC Complaints and Appeals Form
- QMS: 400-42 Y2IC Complaints and Appeals Register
- QMS: 439 Y2IC Grievance Policy (Student)
- QMS: 437 Y2IC Grievance Policy (Community)

Schedule 1: Further details about the College's Grievances Resolution Procedure

	Details	Comment
Stage 1: Raise the concern		
Step 1	Identify the concern	<p>Clarify your concern: <i>"who, what, when, where, why, and how"</i>.</p> <p>Identify the outcome you are trying to achieve by raising your concern.</p>
Step 2	Raise the concern	<p>The College believes that a concern is often best resolved closest to its source and encourages concerns to be raised with the relevant staff member in the first instance.</p> <p>Depending on the nature and severity of an issue, and whether the classroom teacher has a conflict of interest, concerns may instead be raised directly with a senior staff member (e.g. Head of Student Services or the Curriculum Leader). However, that senior staff member may decide to delegate responsibility for dealing with the concern to another appropriate staff member (e.g. Principal).</p>
Step 3	Acknowledgement	<p>Once a concern is raised, the College staff will record (either by way of an electronic file note or written correspondence) the details of the concern including your name and contact details.</p> <p>The College's focus will be on understanding the nature of the problem, the party or parties involved, and the nature of any agreeable solutions.</p>
Step 4	Outcome	<p>Where an agreeable solution is available, this will usually be communicated in writing to you (being usually within three (3) business days of the outcome being reached).</p> <p>Where a mutually agreed outcome between the College and the person raising the concern is not appropriate, or possible, the staff member handling the concern will make a decision that best aligns with the College's procedures and legal obligations. This decision will be communicated in writing to you (being usually within three (3) business days of the outcome being reached), and the communication will be kept on the relevant file.</p>

Stage 2: Make a complaint

Step 1	Make a complaint	<p>If you are not satisfied with the way your concern has been handled, you may choose to make a formal written complaint. Complaints should ordinarily be made within one (1) calendar month of the initial concern first being raised with the College.</p> <p>A formal complaint should at first instance be addressed to the Principal. If the complaint concerns the Principal, the complaint should be made to the Chair of the Board (see Stage 3), in which case the Chair of the Board will manage the process outlined below.</p> <p>You may lodge a formal written complaint to the Principal at twitenden@y2ic.vic.edu.au.</p> <p>You may also go to Reception to arrange a meeting. Please note that Reception staff will take your details and endeavour to confirm a meeting time as soon as it is practicable to do so.</p>
Step 2	Acknowledge receipt	<p>The Principal will acknowledge receipt of the formal written complaint as soon as practicable (being usually within three (3) business days).</p>
Step 3	Review of complaint	<p>When dealing with a formal written complaint, the College's objective is to achieve a resolution by:</p> <ul style="list-style-type: none"> • Clarifying the substance of the complaint, and the steps taken by the College to address the initial concern. • Identifying whether the complaint raises an issue regarding non-compliance with the College's procedures. • Identifying whether the complaint raises an issue that would be more appropriately addressed under another relevant College policy. • Communicating with you and relevant parent(s), student(s) and staff, in an attempt to resolve the issue by agreement (where practicable). • Failing agreement, investigating the complaint and deciding appropriate outcomes in accordance with procedural fairness and natural justice principles. <p>The Principal may delegate parts of the complaint-management process, and seek the assistance of third parties, however any ultimate decision will still be made by the Principal.</p> <p>If the Principal or delegate arranges to speak with you, you may request to have someone else present as a support person. The support person can be a relative or a friend, but please note that the role of a support person is to provide you with support and not to act as an advocate.</p>

Step 4	Outcome	<p>The Principal or delegate will aim to communicate the outcome of a formal written complaint in writing within fifteen (15) business days where practicable.</p> <p>The Principal will promptly report any formal written complaints, and relevant outcomes, to the Board. This is part of the cyclical review and risk management process at the College.</p>
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Stage 3 – Request a Review

Step 1	Request a review by the Chair of the Board	<p>If you are not satisfied that your formal written complaint has been adequately resolved by the Principal, you may request a review by writing to the Chair of the Board via email at secretary@y2ic.vic.edu.au or via post:</p>
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Tracey Fenton
Chair of the Board
Youth2Industry College
Level 2, 220 Albert Road
South Melbourne Vic 3205

Members of staff who raise grievances with Board members will be directed to follow the procedures set out in this policy (e.g. raising a complaint with the Principal or requesting a review by writing to the Chair of the Board).

Requests for review must be made in writing within ten (10) business days of the date the Principal communicated the outcome of your complaint in writing. The grounds for the review, and in particular any concerns you have with the way the relevant complaint was dealt with, must be clearly identified in the request for review.

Step 2	Review	<p>Please note that in accordance with good governance, the Board entrusts the Principal with the day-to-day management of the College, and in particular its staff and students. The Principal is accorded significant discretion regarding such matters.</p> <p>Accordingly, any review of the Principal's decision under this policy will be confined to the Chair of the Board deciding whether there is evidence that the College's procedures have not been followed, in a way likely to have meaningfully influenced the Principal's decision, or that the Principal unreasonably exercised his or her discretion.</p> <p>The Chair of the Board may delegate parts of the review, or seek the assistance of third parties, however any ultimate decision will still be made by the Chair of the Board.</p> <p>For the avoidance of doubt, the Chair of the Board will not delegate to the Principal a review of a decision they have already made. However, if the Chair of the Board is satisfied that a complaint has not been properly raised (or dealt) with by the Principal (and the Principal does not otherwise have a conflict of interest), the Chair of the Board may refer the matter to the Principal to make an initial decision (noting that decision would then create a right to request a review).</p>
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Step 3	Outcome	<p>The Chair of the Board will aim to communicate the outcome of a request for review in writing within forty-five (45) business days where practicable.</p> <p>The Chair of the Board will promptly report any requests for review, and relevant outcomes, to the Board.</p>
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Schedule 2: Relevant Considerations

1.0 WITHDRAWAL OF A GRIEVANCE

A grievance can be withdrawn at any stage during the processes outlined in this policy. A grievance can only be withdrawn by the person who made the complaint to the College.

Ideally, all grievances should be retracted in writing, however a dated notation on the College's systems, stating the grievance has been withdrawn verbally by the appropriate person can be made by a staff member at the College responsible for managing the grievance.

The College will notify affected parties if a grievance is withdrawn, where considered appropriate.

Regardless of a person's wish to withdraw a grievance, complaints that have disciplinary implications may still be followed up by the College.

2.0 ANONYMOUS GRIEVANCES

The College is committed to dealing with grievances in accordance with the processes outlined in this policy. The College respects in some cases, complainants would prefer to remain anonymous and not put a name to their grievances.

The College treats grievances about the College, a staff member, its contractors, volunteers, a student's education, enrolment and/or a student's wellbeing with the utmost importance, and will investigate such grievances raised to the fullest extent practicable. However, anonymity can make it difficult for the College to effectively resolve grievances (particularly where the College is being asked to accept an anonymous source's version of events) and are accordingly discouraged.

3.0 PREVIOUSLY ADDRESSED, STALE OR VEXATIOUS GRIEVANCES

Grievances that have been previously addressed by the College or externally, or which were not raised with the College within a reasonable period of time (having regard to the nature of the relevant grievance), will not be considered in the absence of highly relevant new information and/or evidence coming to light.

The College does not tolerate vexatious grievances.

4.0 EXTERNAL GRIEVANCES AND REDRESS

The College acknowledges that grievances relating to the College can be made to an external body at any stage of the grievance process or be the subject of legal action. However, the College encourages its staff to raise any grievances, and work to resolve such matters, in accordance with the procedures outlined in this policy.

VERSION CONTROL DETAILS

Revision History

Date	Version	Author	Change Reference
25/5/2020	1.0	P. Vakakis	Initial Policy
28/2/2022	2.0	P. Vakakis	Updated on Investigation process
17/10/2023	3.0	Y2IC Board	Updates to Section 8
15/10/2024	4.0	T Witenden on advice from Russell Kennedy Lawyers	Splitting the Complaints, Grievances and Disputes Policy and Procedure into the Grievance Policy (Staff), Grievance Policy (Community) and Grievance Policy (Students)
23/4/2025	5.0	T. Witenden	Minor formatting edits and addition of related policies and documents

Reviewers

Date	Version	Approved By	Next Review Date
25/5/2020	1.0	Y2IC Board	May, 2023
1/3/2022	2.0	Y2IC Board	November 2025
25/10/2023	3.0	Y2IC Board	October 2026
15/10/2024	4.0	Y2IC Board	October 2027
23/04/2025	5.0	T.Witenden	October 2027

I _____ have read and understood the Grievance Policy (Staff) and agree to abide by this policy during my employment/or volunteer time at Youth2Industry College.

College Staff/Volunteer Signature: _____ Date: _____

In the presence of: _____ Date: _____

Name of Witness and Signature