

Bury Drop In: Grievance & Disciplinary Policy

Valid March 1st 2016 – January 31st 2017

Grievance and Disciplinary Procedures

For the smooth running of the organisation, it is necessary to have in place formal procedures for dealing with any grievance or disciplinary matters that may arise. These are as follows:-

GRIEVANCE PROCEDURES

a) If you are dissatisfied with any action taken relating to your personal involvement as a volunteer or staff member of Bury Drop In, or if you have a grievance against Bury Drop In in some other respect, you should in the first instance raise this with the Team Leader on the session the grievance arises from.

b) If this does not resolve the matter, the Team Leader and another member of the Management Committee will in the first instance meet with you to discuss the grievance raised.

c) If the matter is still unresolved, you should then put your complaint in writing to the Management Committee within 28 days, accompanied by any relevant documentation. The Management Committee will make formal acknowledgement of your complaint within 7 days, and meet to discuss the situation as soon as possible thereafter. You may be invited to attend such a meeting, in order to ensure the Management Team fully understands the grievance raised. The outcome of this meeting will normally be communicated to you in writing within 7 days.

d) The Management Committee is committed to handling any problem that arises within the team relationship as swiftly and equitably as possible, and asks you to approach your work with us in the same manner.

DISCIPLINARY PROCEDURES

If at any time a Team Leader or the Management Committee has any concerns regarding poor practice or inappropriate behaviour in relation to your work with Bury Drop In, then the following steps will be taken:

a) The Team Leader and another member of the Management Committee will in the first instance meet with you to discuss the concerns.

b) If this does not resolve the matter satisfactorily then the concerns will be set out in writing within 14 days of the above meeting. You will then have 28 days to respond to the concerns and will be offered the opportunity to discuss the concerns with two or more of the Management Committee, in person. During this period you may be asked to temporarily cease your volunteer work with Bury Drop In.

c) If at the end of the 28 day period the Team Leader and Management Committee continue to have concerns then you will be asked by the Management Committee to cease your volunteer work with Bury Drop In.

Note:

If any disciplinary or grievance matter arises which relates in any way to allegations involving the protection of children or vulnerable adults, then the procedure "Bury Drop In Safeguarding Policy" will be followed and will override the Disciplinary and Grievance Procedures.

If any concerns or allegations of a child/vulnerable adult protection nature are made against Bury Drop In staff, volunteers or practices, then the Team Leader or Safeguarding Officer shall be informed immediately. Following consultation, they will then contact the police or Social Services if appropriate. If the concerns relate to both the Safeguarding Officer and the Team Leader then the concern or allegation should be referred to one of the other Management Committee or to Social Services direct.

The Team Leader on the day is subject to change.
The current CEO is: Mike Coleman
The current Assistant CEO is: David Bonnett
The current Safeguarding Officer is: Janet Simmonds