
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 1200	POLICY NO: 1217	ISSUE DATE: 20/05/99
TITLE: STAFF EMPLOYMENT POLICIES		REVIEW DATE 6/7/2018
		ISSUE NO: 2
		PAGE: 1 OF 2

Complaints – Staff Conduct and Discipline

NOTES:

- 1 Any disciplinary investigation whether arising from a complaint or otherwise, must be carried out in accordance with the relevant employment contract provisions. In most instances this will be the teachers collective contract. For this reason, we have made reference to contractual provisions.
- 2 It is fair comment that not only the complainant should be protected, but also the rights of the accused. This will be particularly important if it turns out that the complaint is unfounded or perhaps even vexatious. We have included references to staff rights to representation.

RATIONALE:

The individual concerns of all staff and students need to be recognised and the wider interests of both the school and community protected and enhanced. All complainants and staff have a right to fair, non-threatening treatment. The school environment should be such that parents, staff and students feel able to come forward with concerns and know all matters will be dealt with fairly and in the strictest confidence. Concerns or complaints related to student conduct or discipline are dealt with under the school's discipline and pastoral care plan.

PURPOSES:

- 1 To ensure the safety of the complainant and that the rights of dignity of employees are given full consideration.
- 2 To meet aspects of the charter relating to student progress and welfare.
- 3 To ensure that in the case of a complaint against an employee, action is guided by the relevant employment contract and principles of natural justice.
- 4 To ensure that communication and consultation with families take place wherever possible and appropriate.

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- 5 To provide clear guidance to management in respect of any allegations received and how to deal with these in fair and appropriate ways.

GUIDELINES:

- 1 All formal complaints are to be in writing and addressed to the Principal, with the exception of a formal complaint against the Principal.
- 2 If a formal complaint is regarding the Principal it must be sent in writing to the Chairperson of the Board of Trustees.
- 3 All complaints will be taken seriously. Formal complaints against staff must identify both parties and relate to serious specific issues.
- 4 On receipt of a formal complaint it will be properly investigated.
- 5 All formal complaints will be investigated promptly.
- 6 The person about whom the complaint is made is to be provided with a copy of the formal complaint and shall have the opportunity to respond to the concern expressed by the complainant, in a reasonable time.
- 7 The investigation and any action resulting from the investigation will comply with relevant Employment Agreements, other legislation and the principles of natural justice.
- 8 Guidance and support will be available to staff and students when necessary.
- 9 Complainants will be informed of the outcome of any investigation.
- 10 Police and other outside agencies should only be involved after consultation with parents/guardians.