



For Staff:

1. Verbal approach by staff to staff member concerned.
2. If unresolved, verbal and/or written approach to Senior Teacher.
3. Senior Teacher/ HR consultant to undertake an investigation into the complaint, speaking to and documenting conversations.
4. Senior Teacher/ HR consultant to mediate a meeting with parties involved with the intention of resolving the issue and report to the Board in committee.
5. If the complaint involves the Senior Teacher, verbal approach to Senior Teacher. If unresolved, written approach to the Board.

All outcomes are to be documented and retained.

Reviewed	22.10.2018	Ratified	22.10.2018	Next Review	2020
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