



St Anthony's School

Grievance Policy

Written: 2018

Review Date: 2021

Vision Statement

Growing in Faith Building Knowledge Working for Justice

Mission Statement

St Anthony's Catholic School is a community of learners who through inquiring minds and reflective hearts celebrate and nurture a love of God, each other and creation to become the good news for the world.

In this mission we are guided by Catholic Social Teaching Principles.

PURPOSE OF THIS POLICY

St Anthony's School exists for the education and care of children from within the Catholic Community, and, we accept children of all denominations and faiths. We trust that for parents requesting a position at St Anthony's School to know and understand that we are a welcoming community with a declared option for the disadvantaged and those in need.

We have a moral duty to take reasonable measures to protect the safety and wellbeing of our community. In order to provide for this we have procedures in place to allow for issues and concerns to be handled in a respectful and socially acceptable manner.

We foster positive and harmonious relations between all members; students, staff and parents. We all the right to a harmonious and responsive working environment. Solutions are always sought in a fair and proper manner.

This policy is designed to support and assist families, informing them of the procedures expected of all in our community. The dignity of the human person is fundamental to Catholic teaching and our school must be a place where everyone feels valued and secure. This clear information outlines our schools expectations and parent's commitment to supporting this policy. By enrolling a child at our school parents agree to support our school's policies and procedures.

SCOPE

We believe that issues, concerns and/or grievances can arise and must be resolved in a timely manner with procedures that are clearly communicated to the entire community. It is important that a time of reflection takes place and that grievances are kept confidential. It is also most important that positive bonds and relationships are developed between staff members, students, parents, children and families.

This policy addresses how we interact and how we manage issues for all in our community; staff, children, families and others. We use the South Australian Commission of Catholic Schools (SACCS) policies as our guide. People working to resolve issues outside of this policy and procedure will be reminded about the appropriate steps that need to be taken.

CONFLICT

Conflict can occur any time. Sometimes an issue can build due to lack of information or by not talking with the source. It is fair to give the source of your problem the opportunity to explain their perspective. Often, the issue becomes, how to solve the conflict and this can happen in different ways.

- 1 Solve it yourself by talking with the other person or by choosing to ignore the conflict or concern
- 2 If the issue will not go away, talk with someone you trust and ask for help (someone at school)
- 3 If the problem continues to exist for you then talk with the Principal

This policy and accompanying procedure endeavours to present a structure to work through and is solution focussed. Escalating too quickly through the steps can be detrimental as important information and details can be missed. This also can be dismissive of people's dignity and reputation.

GUIDING PRINCIPLES

Solutions are sought to all issues or concern that affect the operation of the school in a fair and prompt manner

We foster positive and harmonious relations between all members and believe every person has the right to be in a harmonious and responsive working environment.

As part of our school teaching and learning program we provide opportunities for children to develop and appreciate their uniqueness.

We explicitly teach children how to solve problems and support them with this during the school day

The Grievance flow chart clearly identifies the process in which we deal with issues and it is an expectation that all in our community follow this process

Children are taught to talk with school staff in an effort for school to address the problem and to work with families

Staff have a designated Harassment Officer to talk with and are able to access external support

Parents/Wider community are to talk the relevant adult and this may also include, the Principal or Assistant to the Principal Religious Identity and Mission (APRIM)

SOCIAL MEDIA

Face Book and other social media forums connected to St Anthony's School are a place to share relevant information, ask questions and offer valued responses. Personal grievances aired on these forums are damaging to the school's reputation and can impact on the wider community. Please direct complaints about situations at school to the appropriate person.

IMPLEMENTATION FOR STUDENTS

As part of our school teaching and learning program we provide opportunities for children to develop and appreciate their own uniqueness and their responsibilities.

The Spiritual focus of our school is brought to the fore in Religious Education lessons. Children are encouraged to share their thoughts, feeling and search for the truth.

Our school and class structures enable children to have a voice. They are encouraged to look beyond themselves and our school and support others in need. Our values and leadership structures provide children with times to shine, taking the lead and working toward the common good.

IMPLEMENTATION FOR STAFF

School staff are guided by Catholic Education South Australia policy and procedures. They have clear expectations about their roles, responsibilities and interactions with others. Staff are encouraged to solve problems that occur, using socially acceptable conflict resolution strategies

Staff meeting is a forum for shared grievances and all staff are encourage to share their voice in matters of concern to them. Discussions in these meetings are confidential and at all times we work toward the common good.

SUPPORTING DOCUMENTS

- 1.1 SACCS Grievance Policy
- 1.2 Grievance Procedure flow charts
- 1.3 Anti-Harassment Policy

CONCLUSION

In building a strong relationship with all in our community we take many factors into consideration, out of respect, at times it may not be possible to share all details with the community. We are guided by Catholic School teaching principles and at all times aim to respect the dignity of all people. By enrolling a child at our school parents agree to support our school's policies and procedures and