

Lameroo Regional Community School

GRIEVANCE PROCEDURE FOR STUDENTS AND STAFF

Good relationships within the school community give children a greater chance of success. The following steps are ways through which you can raise issues or concerns regarding your child's education. All personal matters about student, parent or staff relationships should be made directly and confidentially with the person involved.

Principles of our policy.

- Everyone should be treated with respect.
- Meetings to discuss grievances will be suspended if any person(s) behave in an insulting or offensive manner.

In the event of a grievance, the following guidelines may be used.

STUDENTS with a grievance could	TEACHERS with a grievance could
<ul style="list-style-type: none"> ➤ Fill out a Student Concern Report (Bright Orange) and record you're concern. <ol style="list-style-type: none"> 1. Talk to the person about the problem. 2. Talk to a teacher or S.S.O. about the problem at an appropriate time. 3. If you feel uncomfortable, speak to someone, 'who you feel comfortable with.' 4. If the issue is unresolved, speak to your parent(s) or caregivers. 	<ol style="list-style-type: none"> 1. Arrange a time to speak to the person concerned. 2. Allow reasonable time for the issue to be addressed. 3. If the grievance is not resolved, speak to – Principal/Line Manager nominated grievance contact <ul style="list-style-type: none"> • H & S Rep/Counsellor • Union Representative • PAC (where appropriate) Ask their support in addressing the Grievance by: <ul style="list-style-type: none"> Speaking to the person involved in the behaviour Monitoring the situation. Investigating your concern or acting as a mediator. 4. If the issue is not resolved within a reasonable time arrange a time to speak with the District Office.

Review: 2015

Student Grievance Procedures

For use by Students at
Lameroo Regional Community School

When you are not feeling safe
or
when you have a concern about something at school:

you can take action

Fill out a Student Concern Report (Bright Orange) and record your concern.

1. **Speak to the person bothering you**

You may ask a friend or someone you trust to be with you when you do this.

2. **Speak with:**

a teacher

the Student Counsellor

your parents

the Christian Pastoral Support Worker

the Deputy Principal or Principal

☞ **BE PERSISTENT:** Don't give up until you feel safe.

☞ Remember - you are in control of what happens.

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STUDENT CONCERN REPORT

To be completed in Student's own time, and then consult with your Class/Home Group Teacher

Student/s making the report: _____

Name of person/s who are the concern: _____

Have you talked with your Teacher ? Yes No

What is the concern?

Is it bullying ? violence ? swearing ? teasing ? other ?

Can you explain? _____

Where and when did this happen ? _____

Who else saw this happen? _____

Have you spoken with the person/s? _____

How have you tried to solve this concern ? _____

What help would you like to solve the concern & who would you like to help you?

Student signature: _____ Date: _____

Class/ Home Group Teacher name: _____ Signed _____

ADULT TO COMPLETE

DATE RECEIVED: _____ (ACKNOWLEDGED WITHIN 24 HOURS)

Action:

Signature _____

Date: _____

COPY TO:

Principal/Deputy

Counsellor/Coordinator

Class/Home Group Teacher/Student file

ORIGINAL TO FAMILY
FILE in Student's folder

Review date: _____
(two weeks)

Lameroo Regional Community School

PARENT CONCERN REPORT

To be completed by the person with the concern, and then discussed with the people involved

Name of person submitting this report: _____

Name of Student Concerned: _____

Lameroo Regional Community School

Staff Member this report is addressed to: _____

Have you talked with the Teacher ? Yes No

What is the concern? _____

Where and when did this happen ? Date: / / Time: _____

Who else saw this happen? _____

Have the people involved spoken about the problem? _____

What help would you like to solve the concern & who would you like to help you?

Signature: _____ Date: _____

RECEIVED BY: _____ DATE RECEIVED: _____ (ACKNOWLEDGED WITHIN 24 HOURS)

ACTION

Signature _____ Date: _____

COPY TO:

Principal/Deputy

Counsellor/Coordinator

Person to whom the concern is addressed

ORIGINAL TO PERSON SUBMITTING THIS REPORT

Review date: _____
(two weeks}