

Kirton Point Primary Grievance Procedures

GRIEVANCE PROCEDURES

Grievance procedures can be implemented to address issues of concern, including situations in which a person may feel embarrassed, offended, uncomfortable, afraid or upset. Grievance procedures can help in dealing with harassment.

Harassment is defined as 'treating others in a way that makes them feel embarrassed, offended, uncomfortable and afraid or upset.'

Harassment can be physical, verbal, sexual or racial and may include:

- teasing, name calling, making rude gestures
- unwanted touching
- threatening
- hitting, punching, pushing
- hiding/destroying property
- derogatory comments or personal character attacks

Harassment can be from:

- student to student.
- student to adult.
- adult to adult.
- adult to student.

RESPONSIBILITIES of PARENTS

- support the School's Anti-Harassment Policy
- talk with the child about harassment to enable them to recognize the importance of taking responsibility for behaviour
- counsel the child about seeking support from school personnel if need arises
- be a positive role model for children respond to communication from school personnel

RESPONSIBILITIES of STUDENTS

- recognize and take responsibility for own behaviour
- problem solve
- use thinking skills in situations of potential conflict
- use appropriate assertiveness
- respond positively
- negotiate / resolve conflict peacefully
- report the harassment and seek adult assistance if required
- implement grievance procedures when required

Student Grievance Procedures

If a student has a concern or grievance then they can:

1. Discuss it with the individual concerned
- or**
2. Discuss it with the class teacher *or* discuss it with a Leadership Team member

Parent Grievance Procedures

If a parent has a concern or grievance they can:

1. Discuss it with the class teacher **or**
 2. Discuss it with the staff member involved **or**
 3. Discuss it with a Leadership Team member.
- Unresolved grievances concerning staff members must be directed to the Principal.
 - Unresolved grievances concerning the Principal must be directed to the Regional Director
 - Parent grievances of a general nature can be raised through Governing Council