

## STAFF GRIEVANCE PROCEDURES

When you have a concern:

- Take time-out to reflect

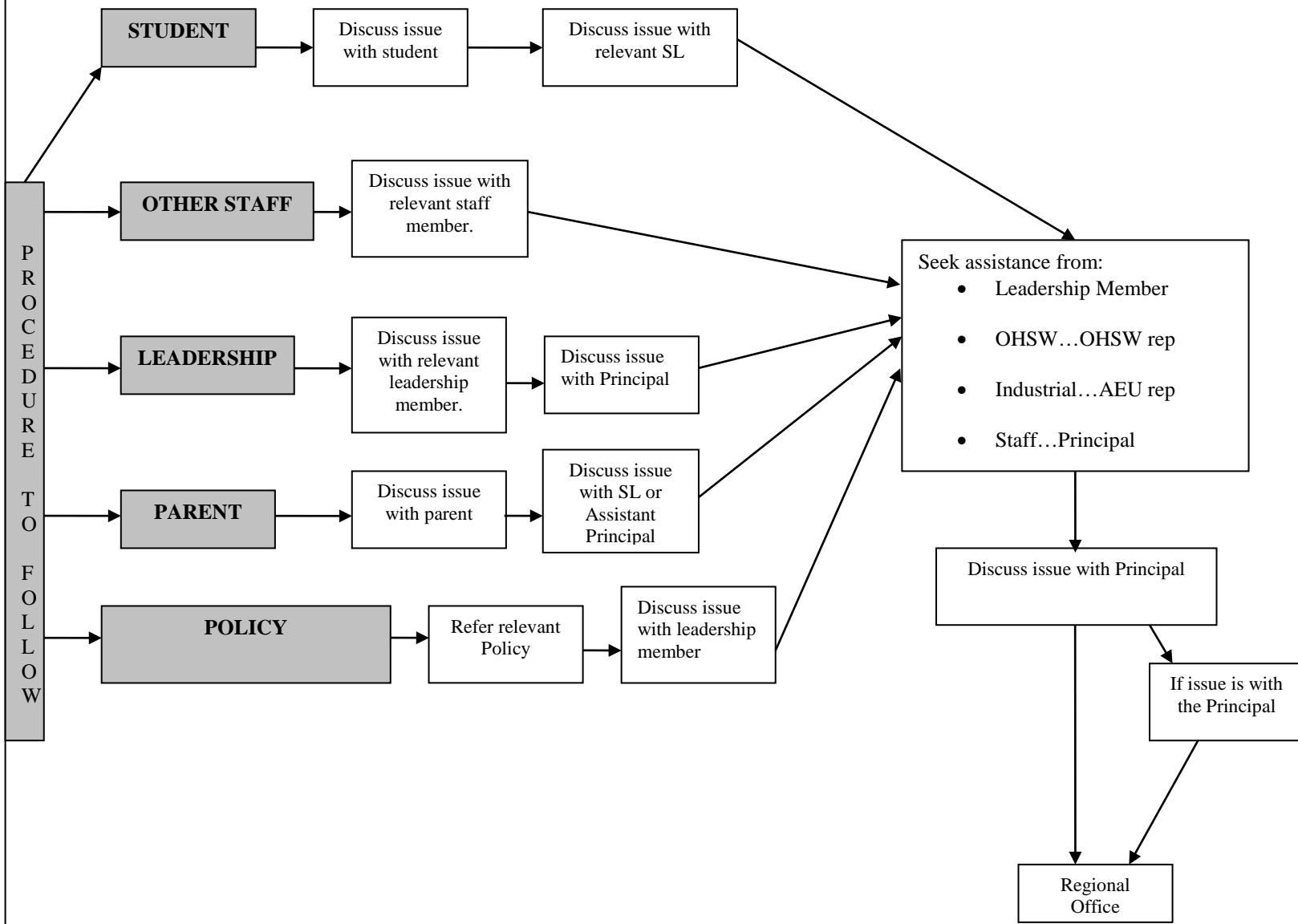
Ask yourself:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what happened? In what way?
- What do you need to make things right?

### HOW DO YOU RESTORE THE RELATIONSHIP?

At any stage during the process a “restorative conversation” is a preferred option. Discuss this with:

- Sub-School Leader (SL)
- School Counsellor
- School Nurse
- Assistant Principal (AP)
- Principal



PLEASE ENSURE CONFIDENTIALITY AT ALL TIMES