



MARIAN SCHOOL BOARD OF TRUSTEES

COMPLAINTS AGAINST EMPLOYEES POLICY

PURPOSE

That the Board of Trustees has processes and procedures in place to ensure that complaints against employees are investigated and outcomes achieved in a timely manner consistent with the Marian School core values.

POLICY

- 1) The preferred pathway for complaints against employees is to follow the Query, Question, Problem, flow chart, as displayed throughout the school and annexed to this policy.
 - a) If the complaint is against the Principal, then the complaint shall be directed to the Chairperson of the Board of Trustees
 - b) Unresolved complaints will be discussed with the Chairperson of the Board of Trustees to determine further action to be taken.
 - c) Every effort will be made to resolve complaints within 28 days of receipt of a formal written complaint.
 - d) Complaint and discipline procedures will be followed in accordance with the employee's employment agreement.

- 2) It is vital that the Principal and the Board of Trustees preserve confidentiality, carefully document all their actions, and are able to show, in accordance with employment agreements that they have acted fairly and properly with regards to complaints made against employees of Marian School.

REVIEW

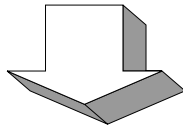
This policy will be reviewed triennially.

APPROVED

14 September 2010

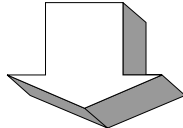
Board of Trustees Chairperson:

QUERY? QUESTION? PROBLEM?



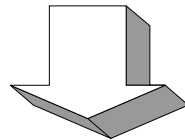
**Make an appointment to see child's teacher
OR
Office for Administration**

NOT SATISFIED



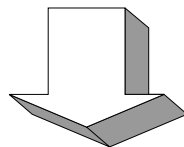
**TEAM LEADER
Maureen Keoghan Team 1
Cathy Chadwick Team 2
Mike Sommerville Team 3
Liz Walker Team 4**

NOT SATISFIED



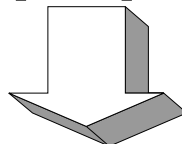
**DEPUTY PRINCIPAL
Delia Wilson (Team 1 & 2)
Kay Petchell (Team 3 & 4)**

NOT SATISFIED



**PRINCIPAL
John Coulam**

NOT SATISFIED



**WRITE TO:
CHAIRPERSON BOARD OF TRUSTEES**