

NEW PARK ACADEMY – SECONDARY & JUNIOR SITE
EXPRESSING CONCERN ABOUT ANOTHER MEMBER OF STAFF POLICY
FIRST CREATED: OCT 2006 – EDITION 1

EDITION NO.	REVIEW DATE:	FGB APPROVAL DATE:
2	JAN 2011	17/01/2011
3	NOV 2012	13/11/2012
4	NOV 2016	
5	MAR 2017	20/4/17
6	MAY 2018	28/6/18
7	MARCH 2019	27/6/19
8	MAY 2020	Reviewed May 2020 by ABW – no changes
9	MAY 2021	Reviewed April 2021 by ABW – no changes
10	OCTOBER 2022	ABW – no changes
11	NOVEMBER 2023	ABW – no changes

Policy Agreed	27/6/19
To be reviewed	OCTOBER 2024
Owner	ALMUT BEVER-WARREN
Designation	HEADTEACHER

There are occasions in any working environment when we feel annoyed about a colleague but know we either can sort the issue out without the involvement of other staff or feel it is too trivial to follow it up.

There are other occasions when, as a professional, you feel a genuine concern about a particular member of staff in general, or about the way a colleague might have handled a difficult situation with a pupil.

You know the concern needs to be raised but you are not sure whether it is your role to challenge the colleague. A concern of this nature tends not to go away but starts to simmer and may even affect your work.

In the first instance, raise your concern with your own line manager who in turn will liaise with the line manager of the colleague concerned if needed at a later date. It might be possible that you have misinterpreted an action and talking the issue over with someone else might help to resolve the conflict.

If this is not the case, it will be the responsibility of the line manager to raise the issue with the colleague via their line manager, ensuring as much anonymity as is possible in a small working environment. Your line manager should give you some feedback, whilst respecting the right to confidentiality of the other colleague.

If you still feel dissatisfied with the outcome, you can approach the head teacher who may have been informed about the issue already. If this still does not lead to closure, you can address a letter of complaint to the Advisory Board Chair Yvonne Luckin, New Park Academy, Off Green Lane, Patricroft, Eccles M30 0SR who will deal with the issue on a confidential basis.

If your concern is in regards to a senior member of staff, you should approach the Headteacher directly. If the concern relates to the Headteacher, you should approach another member of the SLT in the first instance. They will then contact the CEO of The Sovereign Trust, Paul Eckley, about the severity of the concern.

Alternatively, you can report your concern on CPOM under Staff concern. This will only be visible to the headteacher and the lead safeguarding officer.

Please do not hesitate to speak to any senior member of staff and/or the advisors of the school, if for whatever reason you feel unable to follow the above procedure.