

Parish of Cloughfern



Grievance Procedure Policy for volunteers in youth & children's work

The parish of Cloughfern is committed to providing a safe and happy work environment for volunteers. This grievance procedure aims to deal in a fair, prompt and impartial manner with the grievances of individual volunteers in relation to their role or duties.

(Note: Where a grievance involves a complaint of bullying or harassment then the Church of Ireland 'Dignity in Church Life' Policy should be adhered to.)

Having grievance procedures for volunteers may sound rather formal, but they tend to promote fairness in the treatment of volunteers and ensure that as far as possible volunteers have the same rights as staff.

Most difficulties can be settled through the normal channels of communication within a parish. Where this is not possible, the purpose of this grievance procedure is to provide for the orderly resolution of joint problems in a fair and open way.

Informal discussions

If a volunteer has any grievance about their volunteering or a colleague they should discuss it informally, as soon as possible, with the leader in charge of their group or where they are the leader in charge of the group with the Incumbent. Their grievance should be taken seriously, and everything done to try to resolve the issue informally. The majority of concerns are likely to be resolved at this stage.

Formal procedure

If a volunteer feels that the matter has not been resolved through informal discussions, they should put the grievance in writing to the Parish Panel. On receipt of a grievance under this grievance procedure, the Panel will arrange to meet with the volunteer to allow them the opportunity to explain their grievance and share how they would like it to be addressed. The volunteer will have the right to be accompanied by a friend to this meeting, providing 24 hours notice is given. Following this meeting, the Panel will give a written response, not later than 21 working days after the meeting, outlining how the grievance will be responded to. If the grievance requires further meetings or investigations, the 21 working day limit may be extended. The response will follow this meeting and include a reference to the right of appeal.

In the event that the grievance concerns another volunteer or worker, the panel may request that the grievance be made in writing in order that the person who the grievance concerns may have an opportunity fully and fairly to answer any such grievance.

Grievances procedures for staff

Staff members may raise grievances with their line manager in line with the grievance procedures laid out in their staff contract.

Adopted by the Select Vestry on: 14 June 2022

Signed (Chair of vestry) Timothy Close

Signed (Hon Sec of vestry) Gillian Webb