



Staff Grievance Procedure

Good relationships between people in our kindergarten community give our children a greater chance to succeed. It is important that Issues can be resolved without blame or violence, to show respect for all parties, to listen, to share information and to resolve problems in a calm and quiet manner.

We believe that everyone has the right to feel safe at all times. If there is an issue, we promote a calm discussion with the other person.

Procedure for adults:

If you are experiencing a grievance with another staff member or adult:

- (For staff members –follow the procedures in DECD **“Guide to Resolving Grievances and Complaints for DECD Employees”**)
- First talk calmly to the other person about the issue. (You may seek advice from the Director or another staff member to help prepare with this)
- If the time is not appropriate, arrange a time with the person concerned to discuss the matter at a convenient time
- If the grievance is not resolved at this level, the Director must be notified and will become involved in discussions
- If the grievance is still not resolved, contact, or other support people or agencies

If you are experiencing a grievance with the site Director that cannot be resolved at a site level, please contact the DECD Noarlunga office on: 8207 3700 to be connected with the Directors line manager (currently Brendyn Semmens)

REMEMBER TO DOCUMENT ALL CONVERSATIONS!

Procedure for Children:

If someone is hurting you or harassing you:

- Tell them to ‘Stop I don’t like it’
- Use an I Statement explaining what you did not like and/or what you would like to happen
- Ask a Friend or Teacher to help

Please remember:

Adults who have a grievance with one of the other children (who is not their child) need to take the problem to a staff member who will then sort out the problem with that child.