

PERSONNEL MANAGEMENT, COMPLAINTS AND DISCIPLINE POLICY

Biblical Reference

Ephesians 4:1-6

“As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit – just as you were called to one hope when you were called – one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all.”

Philippians 2:1-4

“If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also the interests of others.”

Galatians 5:22-23

“But the Fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.”

National Administration Guideline

NAG 3

Rationale

Sonrise Christian School functions as a caring Christian community in which, by the grace of God:

- Valued and trusting relationships are formed.
- Justice and mercy are upheld.
- The “fruit of the Spirit” is demonstrated (Galatians 5:22-23)

All staff employed by Sonrise Christian School enable the delivery of a Christ centred education.

Each member of staff is called by God and has a different and vital role in the functioning of the School (1 Corinthians 12:12). Staff are encouraged to work together in humility and in unity of purpose.

Complaints Procedures

The overarching policy on Peace-making is vital to this process – please refer to this, and to the procedural guidelines.

For the purposes of staff discipline, this procedure is intended to cover smaller issues (for example swearing, lateness and poor preparation).

More serious issues such as sexual misconduct etc. will be covered by separate policies. If the Principal feels that the issue is more serious, or has legal implications for the Board as an employer, then it is up to the Principals discretion to take the matter directly to Board level.

This policy is also intended to provide a guideline for any complaint within the school, whether it is from a parent, student, or teacher.

- Initial complaint should be directed to the person concerned.
- If this is not effective, then the complaint should be taken to the Principal. If the complaint is about the Principal, then this should be directed to the Chairman of the Board of Trustees. The Principal should then meet in a supportive way with the staff member concerned. With reference to the policies on Peace-making, and Procedural Guidelines on Conflict Resolution, they should look together at the offence and at underlying issues such as stress etc. They should then develop a written plan to manage the complaint and prevent this happening again. One copy will be kept by the Principal, and one by the staff member, but not kept on the personal record.
- Principal to respond via letter.
- Further incidents would lead to the Principal making a verbal reminder, and documentation of this on the plan.
- Further infringement would then lead to a meeting with the Principal and a Board of Trustees member. After further discussion and prayer, a written plan would be developed and attached to the staff member's personal record, and the BOT notified of this action.
- If there are further recurrences, the staff member is then referred to the BOT for discipline as outlined in the employment contract.

Assessment and review

This policy will be assessed and reviewed as part of the Board's review cycle.

Ratified by Board

Signed for Board

Date

Reviewed

Signed by Board

Date