

Diapason Ltd T/A Young Music Makers (YMM) Grievance Policy

**Chair of Trustees: Martina Wicklein
Administrative Director: Rebecca McChrystal
Registered charity No. 264274**

Last update: Feb 9th 2019

Date of review: Annually 12 months after approval date

YMM Grievance Procedures

Separate to any criminal offence, our grievance procedure is set out below specifically for self-employed tutors. Procedures for employed staff will be set out in their contracts.

1. Trustee Liaison Officers

Two trustees will be available for tutors to raise concerns to, so that any issue can be addressed informally, before it gets to formal grievance stage. Koullis Kyriacou and Cécile Laborde are happy to be contacted during the week, as well as speaking in person on a Saturday.

Koullis: koullis.kyriacou@youngmusicmakers.co.uk 07944 902906

Cécile: cecile.laborde@nuffield.ox.ac.uk 07739699303

2. Statement of grievance

The tutor must email their written grievance to the Chair of Trustees, Martina Wicklein. If the grievance is about Martina Wicklein, please email Vice Chair of Trustees, Deborah Shewell.

3. Meeting

- The tutor will be invited to attend a meeting to discuss the grievance.
- The tutor may bring union representation with them.
- The tutor must be informed of any decisions made in writing within 1 week.

You are within your rights to follow up and can contact the following organisations for more advice if you don't feel your concern has been taken seriously. :

The Charity Commission:

<https://www.gov.uk/government/organisations/charity-commission>

Citizens Advice: <https://www.citizensadvice.org.uk>