

Young Music Makers London Ltd Grievance Policy

**Chair of Trustees: Alison Chandler
School Director: Rebecca McChrystal
Registered charity No. 264274**

Last updated: 23 / 01 / 2021

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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

Tutors can raise concerns informally with YMM trustees before they reach 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 07961472630

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

2. Statement of grievance

The tutor must email their written grievance to the Chair of Trustees, Alison Chandler alison.chandler@youngmusicmakers.co.uk. If the grievance is about Alison Chandler, please email the YMM vice chairs:

Severine Philardeau severine.philardeau@youngmusicmakers.co.uk or

Cecile Laborde cecile.laborde@politics.ox.ac.uk

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.

Tutors are within their rights to follow up and can contact the following organisations for more advice if they don't feel their concern has been taken seriously:

The Charity Commission:

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

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