

Young Music Makers London Ltd (YMM)

Grievance Policy

Last updated: 23/01/2021 - Draft for approval by Trustees: Dec 2021 - Date approved: XX/XX/2022 - Date of review: Annually 12 months

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. Raise Concerns Informally to Trustee Liaison Officers

Tutors can raise concerns informally with YMM trustees before they reach the formal grievance stage. Virginia Kerridge is happy to be contacted during the week, as well as speaking in person on a Saturday.

Virginia: virginia.kerridge@youngmusicmakers.co.uk 07894512992

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 chair:

Severine Philardeau severine.philardeau@youngmusicmakers.co.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>