

Stage 4

- 1.1 If the complaint is still not resolved the chairperson should make a formal report to the Board within 10 days of the meeting referred to in 3.2 (b).
- 1.2 If the Board considers that the complaint is not substantiated the teacher and the complainant should be so informed within 3 days of the Board meeting.
- 1.3 If the Board considers that the complaint is substantiated or that it warrants further investigation it proceeds as follows:

- (a) The teacher should be informed that
the investigation is proceeding to the next stage;
- (b) The teacher should be supplied with
a copy of any written evidence in support of the complaint;
- (c) The teacher should be requested to
supply a written statement to the Board in response to the complaint;
- (d) The teacher should be afforded an
opportunity to make a presentation of case to the Board. The teacher would be entitled to be accompanied and assisted by a friend at any such meeting;
- (e) The Board may arrange a meeting
with the complainant if it considers such to be required. The complainant would be entitled to be accompanied and assisted by a friend at any such meeting;
- (f) The meeting of the board of
management referred to in (d) and (e)
will take place within 10 days of the
meeting referred to in 3.1 (b).

Stage 5

- 5.1 When the Board has completed its investigation, the chairperson should convey the decision of the Board in writing to the teacher and the complainant within 5 days of the meeting of the Board.
- 5.2 The decision of the Board shall be final.
- 5.3 This Complaints Procedure shall be reviewed after three years;
- 5.4 CPSMA or INTO may withdraw from this agreement having given the other party 3 months' notice of intention to do so.

(In this agreement 'days' means school days.)



