



## Complaints Policy

Produced By:	Mr P Harty Headteacher
Date reviewed by Governor Advisor	May 2022
Date reviewed by Student Wellbeing Committee Chair:	May 2022 Mr W Howell
Next review Date:	May 2025

## **Introduction**

The Governing Body has adopted this procedure to manage concerns or complaints from members of the school community or general public.

### **Aims and Objectives**

- We aim to be fair, open and honest when dealing with any matter and to resolve it through open dialogue and mutual understanding.
- The school considers any concerns very seriously and we hope to resolve problems at a very early stage.
- Careful consideration will be given to all concerns and complaints and we will deal with them as swiftly as possible. We will provide sufficient opportunity for any complaint to be fully discussed.
- In all cases we will put the interests of the child above all other issues.

### **Stage 1 What to do if you have a concern.**

If you have any concerns about the school, or the education we are providing at any time, please discuss the matter with your child's form/subject teacher, Head of Year or the relevant Subject Team Leader at the earliest opportunity. Do not publicise any concerns you have on social media, but speak to someone at the school as soon as possible.

The school considers any concerns very seriously and most problems can be resolved following discussion and a shared understanding of the issues. All members of staff work very hard to ensure that each child is happy at school and is making good progress and they always want to know if there is a problem so they can help to resolve it.

Most concerns can be resolved at this level, however, if after speaking to your child's form/subject teacher, Head of Year or the relevant Subject Team Leader, you are still concerned, please discuss the matter with the Headteacher.

### **Stage 2 What to do if your concern is not resolved at Stage 1 and is now a complaint**

Most concerns are resolved at Stage 1, however if you remain dissatisfied and wish to take the matter further you will be asked to complete a complaint form (Appendix 1).

### **Complaint Form**

The aim of the form is to ensure each party has a clear and common understanding of the complaint and includes a section on what actions might resolve the problem at this stage. It can be used by anyone making a complaint about the operation of the school which is not covered by an alternative procedure.

The form (see Appendix 1) should be returned to the Headteacher, unless the complaint concerns the Headteacher or a Governor, in which case it should be returned to the Chair (or the Vice Chair of Governors if your complaint is about the Chair of Governors) of the Governing Body at the school address.

You will receive an acknowledgement of the receipt of your complaint form within 5 school days.

## **Investigation**

An investigation will be carried out into the complaint and the way it has been handled by the school. This will include a review of any relevant documentation and information and seeking the views of relevant people, where necessary. The person undertaking the investigation will normally write to you with the outcome of this process within 15 school days of receiving the complaint.

If, at any time, it becomes apparent that the complaint is a staff disciplinary or capability issue, the matter will be dealt with by following the appropriate procedure rather than the complaints and resolution procedure. You will be notified if this is the case with your complaint, however, you are not entitled to know which procedure, or the final outcome, because of the right to confidentiality of the member of staff involved.

If, following the outcome of the investigation, you feel your complaint has not been resolved, you may choose to refer your complaint to Stage 3 of the procedure. This must be done in writing to the school within 15 school days of the completion of Stage 2.

## **Stage 3**

At this stage the complaint will be considered by a panel of governors, who will meet to consider the complaint and make a final decision about it on behalf of the Governing Body.

The Governors will have no detailed prior knowledge of the complaint, or connection with the complainant. The meeting will normally take place within 15 school days of your request.

You will have the opportunity to submit written evidence on the complaint prior to the meeting of the panel and also to attend, accompanied by a friend/partner if you wish, to put your case. Legal representation would not normally be appropriate. The Headteacher will be given the same opportunities. Appendix 2 outlines the process that will be followed at a panel hearing.

## **Outcome of the Panel Hearing**

The panel will write to you with its conclusion within 5 school days of the meeting, and its decision is final.

If you are still not satisfied, you may wish to seek further advice from the [Department for Education](#).

## **Unreasonably persistent complainants and unreasonable complainant behaviour**

Unfortunately, in a minority of cases, people pursue their complaints in a way which can either impede the investigation of their complaint or can have significant resource issues for the school.

These actions can occur either while the complaint is being investigated, or once the school has concluded the complaint investigation.

In such cases, the school will observe the Department for Education's [Guidance on Serial and Persistent Complainants](#).

## Summary

<b>Stage 1</b> Complaint at school level – You should try to resolve your concerns with a member of staff.	
Has the issue been resolved?	<b>Yes.</b> No further action
<b>No.</b> You should discuss your concerns with the Headteacher	
Has the issue been resolved?	<b>Yes.</b> No further action
<b>No. Move to Stage 2</b> <ol style="list-style-type: none"><li>1. You will be asked to complete a complaint form. The form should be returned to the Headteacher, or the Chair of the Governing Body, if the complaint is about the Headteacher or a Governor.</li><li>2. Receipt of complaints form acknowledged in 5 school days.</li><li>3. Complaint is investigated by Headteacher or Chair of Governing Body or nominated Governor if it is about the Headteacher or a Governor.</li><li>4. You will be informed of the outcome of the investigation within 15 school days of receiving the complaint.</li></ol>	
Has the issue been resolved?	<b>Yes.</b> No further action
<b>No. Move to Stage 3</b> <ol style="list-style-type: none"><li>1. You will be asked to confirm this in writing within 15 school days of the completion of Stage 2.</li><li>2. A Governor Complaints Panel meets to consider your complaint within 15 school days. You will be asked to submit written evidence in advance and attend the panel meeting to explain the nature of your complaint.</li><li>3. Panel will make a final decision on behalf of the Governing Body and write to you within 5 school days.</li></ol>	
Has the issue been resolved?	<b>Yes.</b> No further action
<b>No.</b> You can contact the <a href="#">Department for Education</a> if you feel the school has acted unreasonably or not followed the correct procedures.	

## Appendix 1 - Stage 2 Complaint Form

Please complete and return to the Headteacher (or Chair of Governors if the complaint concerns the Headteacher or a Governor) who will acknowledge receipt and explain what action will be taken.

<b>Your name:</b>
<b>Student's name:</b>
<b>Your relationship to the student:</b>
<b>Address:</b>
<b>Daytime telephone number:</b>
<b>Evening telephone number:</b>
<b>Please give concise details of your complaint, including dates, names of witnesses etc, to allow the matter to be fully investigated.</b>
<b>What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to/write to and what was the response)?</b>
<b>What actions do you feel might resolve the problem at this stage?</b>
<b>Are you attaching any paperwork? If so, please give details.</b>
<b>Signature:</b>
<b>Date:</b>
<b>Official use</b> Date acknowledgement sent: By whom: Complaint referred to: Date:

## **Appendix 2 - Conduct of the panel hearing**

1. After introductions, the complainant will be invited to explain their complaint, and be followed by their witnesses (if any).
2. The Headteacher/Chair of Governors may question both the complainant and the witnesses after each has spoken.
3. The Headteacher/Chair of Governors is then invited to explain the school's actions and be followed by the school's witnesses (if any).
4. The complainant may question both the Headteacher/Chair of Governors and the witnesses after each has spoken.
5. The panel may ask questions at any point.
6. The complainant is then invited to sum up their complaint.
7. The Headteacher/Chair of Governors is then invited to sum up the school's actions and response to the complaint.
8. The Chair of the panel explains that both parties will hear from the panel within five school days.
9. Both parties leave together while the panel decides on the issues.
10. The Clerk remains to support the panel.