

Chellaston Junior School

COMPLAINTS POLICY

Procedures for Dealing with Complaints

At Chellaston Junior School, we undertake to provide a friendly and safe environment in which pupils will be helped to achieve their potential, both academically and socially. We recognise that sometimes things can go wrong and parents, carers and members of the public may need to make a complaint or raise concerns they have with the school.

This policy clarifies the procedure if this happens.

INFORMAL STAGE

- Most issues can be resolved informally and quickly by discussion with the member of staff concerned or the Headteacher.
- If the parents request a meeting with the member of staff concerned, the school will contact parents, within 5 working days, to arrange a mutually convenient appointment to discuss their concerns with the member of staff who knows about the issue or incident. If the issue relates to a pupil, ideally the member of staff concerned should be directly involved with the pupil, for example, class teacher. It is appropriate at this stage for the member of staff concerned to feedback to the parent. This feedback may take the form of a phone call, a brief meeting or a note in the home-school diary.
- Parents often ask to speak to the Headteacher regarding certain issues. Usually, the issue can be investigated and the Headteacher can then provide written or verbal feedback to the parent. If the meeting is with the Headteacher, brief notes will be recorded and kept securely in the Headteacher's office. If a letter is written to the parent this will be kept in the pupil's file. Parents are permitted to view this file if they so wish.
- If a complaint is from a member of the public, they should contact the Headteacher to discuss the matter.

FORMAL STAGE

There are three formal stages:

Stage 1

- If a parent/carer is still dissatisfied after the informal stage, they, or the member of staff can refer the matter to the Head teacher. This can be done in writing, as this will often make the situation clear to all involved parties.
- The Head teacher will offer a meeting with the parent/carer or other complainant at a mutually convenient time. At the meeting, and through discussion, the Headteacher will clarify what the issues are. The hopes of what the parent/carer is trying to achieve will also be discussed. Together all parties will agree an acceptable outcome. This should be to the satisfaction of all parties involved. These should be written down and agreed by all parties so there is no misunderstanding. Parents/carers should be given a copy of this. If the matter cannot be resolved then the process moves to Stage 2 of this policy.

- If the issue is complex the Headteacher may need to speak to other staff and pupils to investigate the concerns. This should happen within 10 school days. If this timescale cannot be met the head teacher should inform the parent/carer that this will take longer, explain the reasons for this and give a timescale for when the investigation will be completed.
- If a complaint is not from a parent/carer of a pupil of the school (an example being a member of the public) these should be made directly to the Headteacher, preferably in writing.

Stage 2

- After meeting with the head teacher if the complaint is still not resolved to the parent/carer's satisfaction, the complaint can be referred to the chair of governors. This can either be in writing to the Chair at the school address, or alternatively the school can ask the Chair of Governors to contact the parent/carer direct. The Head teacher can also refer the complaint to the Chair of Governors.
- If the head teacher is the subject of the complaint, the complaint should go straight to the chair of governors and miss out Stage 1. The chair of governors may ask for the complaint to be put in writing (if this has not already happened).
- The chair of governors will offer to meet with the parent/carer or other complainant, at a mutually convenient time. The chair of governors may discuss the matter with the complainant and resolve it without the need for further investigation. The Chair's response may be verbal or in writing.
- If the matter is not resolved, the chair of governors has 15 school days to investigate the complaint. If it cannot be resolved within this time, the chair will inform the complainant and explain why it is taking longer. Reasons for this may be that the complaint is complex and needs more time or someone involved is absent through sickness or holidays. The chair of governors should, however, give a realistic timescale for when the complaint should be resolved. The chair should inform the complainant of when it is expected that the investigation should be completed.

Stage 3

- If the complaint is still not resolved to the parent/carer's satisfaction, or chair of governors feels that it is necessary, s/he can set up a complaints committee to consider the complaint. The chair of governors will decide if this is appropriate.
- The chair of governors can appoint an investigating officer to gather evidence and conduct preliminary interviews on the chair's behalf. The investigating officer will provide a detailed report of his/her investigation of the complaint. Parents/carers should be given a copy of this report. It is important that the investigating officer is seen as impartial. So whilst the investigating officer is another governor, s/he cannot be a member of the associated complaints committee.
- The complaints committee is made up of three members of the school's governing body, one of which should be the chair of the personnel committee or the vice-chair of the governing body. Sometimes governors need to be brought in from other schools' governing bodies because the school's governors are 'tainted' because they have prior knowledge of the complaint.
- The complaints committee should meet at a time convenient to all parties. The complainant, the head teacher, the chair of governors and any member of staff the complaint is about will be invited to the meeting. Any person invited can bring a friend or supporter if they wish. The complaints committee will consider any written material, and also give the person making the complaint and the head teacher, Chair

of governors and staff an opportunity to state their case and to question others present. The committee will ensure that all present are treated fairly. The meeting will be minuted by the clerk to governors and everyone present will be given a copy of the minutes. See Annex 1 for an outline of how the meeting will proceed.

- The committee will give its decision, in writing, within five school days after the meeting, along with the reasons for their decision.
- If, after this school based process, the complaint is still not resolved to the parent/carer's satisfaction, they should write to the Local Government Ombudsman, then the Secretary of State.
- All complaints will be recorded formally by the school in a central log.
- It should be noted that schools do not need to consider complaints made more than one year after the incident/situation. If a complaint is made about an issue that is over a year old the school will write to the complainant explaining why the school will not consider the complaint.

Policy adopted by the Governing Body: June 2015

Policy to be reviewed: Summer 2017

Annex 1

Conduct of Complaints Committee

1. The chair introduces those present.
2. The chair invites the complainant to outline the complaint.
3. The chair invites the member of staff concerned to outline their response.
4. The chair invites the investigating office to summarise his/her report.
5. The chair invites the complainant to ask any questions in response to the investigating officer's report.
6. The chair invites the member of staff to ask any questions in response to the investigating officer's report.
7. The chair invites both parties to ask any questions of her/himself.
8. The chair asks both parties to withdraw while the committee considers the case. If the committee needs to clarify any point with one or both parties, both parties should be recalled.
9. The chair will invite back both parties to announce the decision or to advise that the decision will be communicated in writing within 5 school days.

Annex 2

Complaints Process Flowchart

