

CAVERSHAM PRIMARY SCHOOL



Complaints procedure

Date: October 2018

To be reviewed: October 2020

1. Introduction

Caversham Primary School is committed to developing a strong sense of partnership with parents and other members of the local community. This provides a good basis for understanding and resolution when things appear to go wrong. This policy describes the procedure to be followed when complaints are made by parents and others about the conduct of the school or the actions of any member of staff or Governing Body. It is in line with the recommendations in the DfE guidance *School Complaints Procedures*, 2003.

2. Why Have We Adopted a General Complaints Procedure?

All maintained schools are required to have in place a complaints procedure. We hope that ours will help to ensure that most concerns/complaints are resolved quickly and smoothly and as close to the source of the misunderstanding or problem as possible. In this way complainants can feel assured from the outset of being dealt with fairly, in line with a defined procedure for dealing with issues that have not immediately been resolved. We also hope that a staged framework, together with an opportunity for mediation/ conciliation where appropriate, might prevent an early and unnecessary escalation of the problem. In addition, by reviewing lessons learned from the investigation of complaints we hope to improve the school's policy and practice.

3. Our Procedure for Handling Complaints

3.1 Response Standards

Most concerns/complaints can be resolved satisfactorily by informal discussion either over the telephone or through a meeting involving the key people involved.

In the case of a lengthy investigation, complainants will be kept informed of progress. The main aim throughout the procedure is to resolve the matter as quickly and effectively as possible, to everybody's satisfaction.

3.2 Stage One: Informal Concerns

Parents and others should raise concerns with the child's class teacher. If a parent believes that the complaint or concern is serious or sensitive s/he should talk to the Headteacher who may investigate, and then report back either in writing or, more usually at this informal stage, through a discussion with the complainant.

All colleagues involved in informal concerns will keep written records, and will record the date on which the informal concern was raised.

Every effort will always be made to resolve the problem at this informal stage, including, possibly and where appropriate, the offer of a conciliation meeting.

Complainants who remain dissatisfied at this stage will be informed that they have the opportunity to make a formal complaint.

Individual complaints will not, at any stage, be heard by, or referred to the whole Governing Body, as this could compromise the impartiality of any appeal or any disciplinary hearing against a member of staff following a serious complaint.

3.3 Stage Two: Formal Complaints

When they express an interest in making a formal complaint, parents will be given a copy of the complaints procedure and reminded of the 10 school working day time limits included in the process.

Formal complaints should be made in writing, should state clearly that a formal complaint is being made and will normally be investigated, in the first instance, by the Headteacher who will provide a response within 10 working days.

If the complaint directly concerns the Headteacher, complainants will contact, in writing, the Chair of Governors, who will investigate the complaint.

Any other governors in receipt of complaints will refer them to the Headteacher or the Chair of Governors, as appropriate, and will not, themselves, become further involved.

If the complainant is dissatisfied with the Headteacher's response, s/he will contact the Chair of Governors.

The Chair of Governors will determine a method of further investigation and provide a formal response to the complainant.

If the Chair of Governors feels that it would not be appropriate for him/her to investigate the complaint, s/he may delegate the Vice-Chair of the Governing Body or another governor to carry out the task and report confidentially to him/her. In exceptional circumstances the Chair of Governors might request that an Education Officer carry out the investigation. The complainant will receive a written response to his/her complaint. A meeting may also be arranged.

If an Education Officer has carried out an investigation on behalf of the Chair of Governors, s/he will report in writing confidentially to the Chair of Governors. The Chair will normally share the whole response with the complainant, subject to data protection requirements.

If an Education Officer has carried out an investigation on behalf of the Chair of Governors, the Chair will share his/her response to the complainant with that officer and will inform him/her a) when the complainant has been contacted and b) of the outcome.

Individuals investigating complaints will not visit complainants' homes. Alternative venues will be agreed.

A written response following a formal complaint will be checked to ensure its factual accuracy and appropriateness before it is made available to the complainant.

In some cases, a complaint may lead to disciplinary action against an individual, for which there are separate procedures. If this is the case the complainant will be informed that the complaint will be pursued through disciplinary action. Under the Governing Body's disciplinary procedures, the outcome of these procedures is confidential.

The aim is for a complaint to be investigated and responded to within ten working school days. If we cannot provide a full response within ten working school days then we will write to the complainant explaining this and giving a date by which we will endeavour to provide a full response.

When receiving the results of an investigation into a formal complaint carried out by/on behalf of the Chair of Governors, complainants should be informed of their right to request a review by a Panel of the Governing Body and reminded that the time limit for requesting a review hearing is ten working school days from the date of receiving feedback from the investigation.

3.4 Stage Three: Review

If complainants are not satisfied with our response they may ask for the complaint to be reviewed by the Grievance Panel/Hearings Committee of the Governing Body. The school will seek guidance on this process from an Education Officer. This panel will be composed of at least three members of the School's Governing Body who have no connection with the issues under review. The Committee will decide if the complaint has merit by reviewing the written information and any written submissions provided by any party, and will make any recommendations it feels appropriate to enable resolution of the matter. The outcomes of this panel review will be communicated in writing to both sides by the Chair of the Panel within ten working school days of the review, with reasons for the outcomes.

The proposed date for the Panel to provide a response following the review should normally be communicated to the complainant within ten working school days of receipt of the request for the Review.

Under this complaints procedure there is no provision for further appeal beyond Stage Three.

If, at any point, the complainant, having exhausted the complaints procedure, attempts to re-open the same complaint, s/he will be informed in writing that the procedure has been exhausted and that the matter is now closed.

If, at any point, a complainant requests to proceed to the next stage of the complaints procedure at a time past the ten working school day time limit, s/he will normally be told in writing that the complaint has expired and is closed.

4 Complaints Against Chairs of Governors

In the event of a formal complaint being made against the Chair of Governors, the complaint will be reviewed by the Grievance Panel/Hearings Committee of the Governing Body. The school should seek guidance on this process from an Education Officer. The Committee will decide if the complaint has merit by reviewing the written information and will make any recommendations it feels appropriate to enable resolution of the matter. The outcomes will be communicated in writing within ten working school days to both sides by the Chair of the Panel, with reasons for the outcomes given.

The Review should normally take place within ten working school days of receipt of the request. If this is not possible, the complainant will be informed of the review date.

Under this complaints procedure there is no further stage for a complaint against the Chair of Governors.

4.1 Complaints Against Governors

A formal complaint against a governor other than the Chair should be referred to the Chair, who will investigate and then decide on any appropriate action. In extreme cases this might include making a recommendation to the Governing Body about possible suspension.

5 Additional Points

Whilst the formal Complaints Procedure is in process, efforts will be made, where possible, to resolve the issues by the use of negotiation/conciliation/mediation outside of the Complaints Procedure itself, on the understanding that any such process will not, in any way, affect the rights of any individual within the Complaints Procedure.

Reports will be made to the Governing Body on the number/nature of formal complaints lodged, but only after such complaints are fully closed.

Appendix A

FORM FOR MAKING A FORMAL COMPLAINT

Formal Complaint
School
Your Name
Address
Contact details: Telephone Mobile Email
I wish to make a formal complaint against..... The school's complaints procedure has been explained to me. I give permission for my complaint to be copied to the people about whom I am complaining. DETAILS OF YOUR COMPLAINT: (please be as specific as possible. Continue on another sheet if necessary.)
Signed: Date: