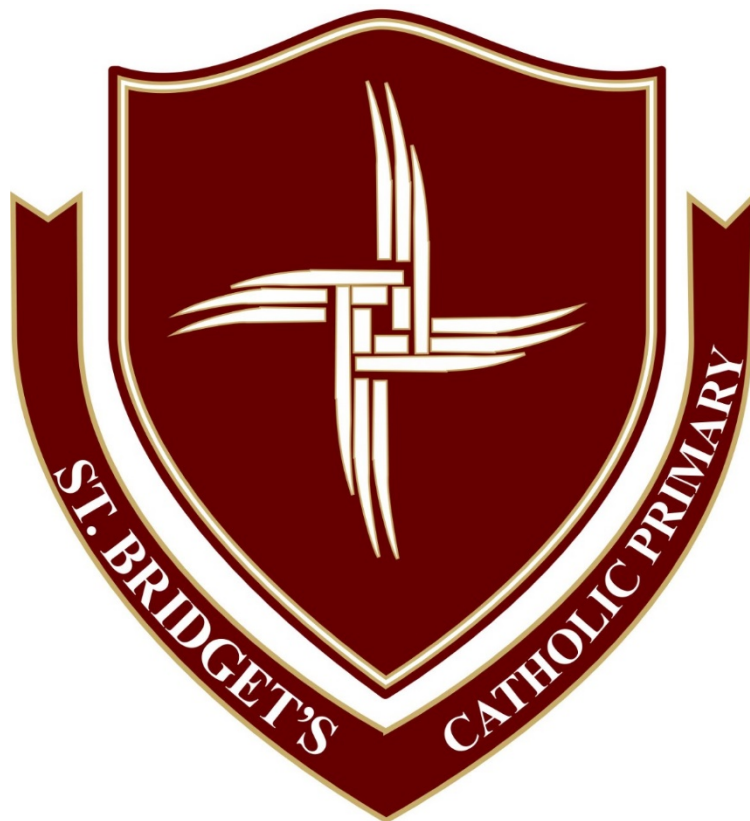


*St. Bridget's Catholic Primary  
School*



**Complaints Policy**

Headteacher: Mrs. Suzanne Smith

Chair of Governors: Mr. Paul Farran

**Rationale**

To establish a consistent, fair procedure for dealing with all manner of complaints regarding school issues.

**Purpose**

To provide an opportunity for anyone to voice grievances and to listen to and deal with these in an impartial manner, to the satisfaction of all parties.

**Guidelines**

Any person wishing to make a complaint will be invited to make an appointment with the Headteacher, who will attempt to resolve the matter to the satisfaction of all concerned.

If resolution is not achieved at this stage, the complainant will be invited to formalise the complaint in writing to the Chair of Governors. At this point the Governing Body will appoint a sub-committee, who will meet to discuss the complaint. The Chairperson and Headteacher will give evidence then withdraw from the meeting. The complaints sub-committee will attempt to resolve the matter to the satisfaction of all concerned.

Should the complainant still remain dissatisfied, the matter will be referred to an appeals committee, appointed by the Governing Body, consisting of three Governors not on the original sub-committee. This is the final point of complaint within the school. Matters remaining unresolved at this point should be referred to the Local Education Authority and the Lancaster Diocese Education Office.

Should any Governor be approached with a complaint, the complainant will be directed to the Headteacher or the Chair of Governors. If the complaint refers to the Headteacher, then the complainant will be directed to the Chair of Governors.

Appendix 1: School Complaints Procedure

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## **SCHOOL COMPLAINTS PROCEDURE**

### **A STATEMENT FOR PARENTS, CARERS AND OTHER USERS OF SCHOOL SERVICES**

We very much hope that you and your child will be very happy at our school and that any concerns that may arise are dealt with swiftly by our staff.

However, we recognise that there may be an occasion when you are not entirely happy with an aspect of the service that we provide and that you want the school to deal with your concern through a more formal process. Here we set out what the school will do if you wish to raise that concern informally, or make a formal complaint.

#### **Who can raise a concern or make a complaint?**

Anyone who has dealings with the school can use this procedure, whether a pupil, a parent or carer, a visitor, a neighbour, or a provider of a service to the school. If you wish to raise a concern or complain on someone else's behalf, the school will usually only deal with this if the person on whose behalf you are complaining is unable to do so for themselves. If this is the case, we may be able to assist you to obtain support from a local advocacy service, such as [People First](#).

#### **How will my concern or complaint be handled?**

Our procedure has three stages:

1. Responding to concerns
2. Investigating complaints
3. Appeal to the governing body

At any point in the handling of your complaint, there is also the possibility of a 'resolution' meeting. The school will try to deal with your complaint as quickly as possible. If you have concerns about the time being taken, you should raise this with the governing body.

We expect concerns and complaints to be brought to the attention of the school as quickly as possible. Complaints notified to the school after three months from the date of any incident will usually be ruled 'out of time', unless there are exceptional circumstances. The school may escalate a concern to a complaint in order to speed up the resolution of the issue.

If you report any of the concerns in the list below, we will need to refer to the local authority or other adviser to ensure that the relevant statutory or local authority procedure is used.

- the admission of your child
- the exclusion of your child
- local authority processes for assessing children with special educational needs
- allegations against staff of child abuse or other disciplinary matters
- allegations of a criminal offence

1. Responding to concerns

If your concern is about something that a person has or has not done, for example a member of staff, the Headteacher, a governor, or a volunteer, you should make an arrangement through the school office to discuss the concern with that person or his or her manager. If your concern is about an aspect of school practice or policy, you should contact the Headteacher. We want to respond to your concern as quickly as possible, but it may not be possible to arrange an immediate meeting: an appointment within a few days may be necessary. Please do not approach staff while they are 'on duty'.

We can reassure you that most concerns are usually resolved at this stage. We will give you a verbal response, usually within three school days, and, if you so request, confirm this in writing.

## 2. Investigating complaints

If you remain dissatisfied by our response to your concern, then you should make a formal complaint in writing to the Headteacher, even if you have already met and discussed the concern. If you need help to set out your complaint in writing, the school will arrange for this for you. All letters should be sent to the school address, marked 'Confidential: for immediate attention'.

The Headteacher will arrange for the complaint to be investigated. If your complaint is about the Headteacher, you should contact the Chair of Governors (via the school address) who will arrange for it to be investigated by a nominated member of the governing body. If your complaint is about the Chair of Governors, you should contact the vice Chair of Governors, who will make the arrangements for the Governing Body to investigate the complaint. In all cases,

- state that you are making a complaint
- give specific details
- say what you want the school to do to put things right

The Headteacher, staff member or governor nominated to investigate and respond to your complaint will,

- Contact you and arrange to meet or discuss the complaint and confirm with you, what will be investigated;
- Review any documents and meet with relevant staff and/or witnesses (though governors will not usually interview children);
- Seek and consider independent advice, if necessary, such as from the local authority;
- Write a response letter with a decision and explain how to make any appeal.

Please be aware that if your complaint alleges misconduct by a member of staff, the school must use a separate procedure which is confidential to the employer and employee. You will not normally be given any details of the outcome and the right of appeal does not apply.

This process should take no longer than ten school days (from the date the school acknowledges receipt of the complaint). If there is likely to be a delay, the investigator should contact you again to explain why and indicate a new timescale.

## 3. Appeal to the governing body

If you remain dissatisfied with the outcome of the investigation, you may appeal to the governing body. The Chair of Governors will arrange for a panel of governors to consider your appeal. The letter giving the school's decision following the investigation will tell you how to make an appeal. This is usually by writing to the Chair of Governors within five

school days of the date of the response letter. The governing body will arrange for a panel of three governors to review your complaint. After this review, the panel will notify you of their decision. This will include informing you that the school's procedure has been exhausted and that the matter is now closed. There is no further right of appeal to the school against the decision.

The appeal process should take no longer than 20 school days. If there is likely to be a delay, the Chair of the appeal panel should contact you again to explain why and indicate a new timescale.

### **Resolution meeting**

You may at any time contact the school and ask for a Resolution meeting (and the school may offer a Resolution meeting at any time) which means that the formal investigation and appeal procedure can be suspended and a meeting held to resolve matters informally, usually within ten school days of the request or offer being made. Should the Resolution meeting fail to resolve the complaint, the investigation or appeal will be resumed.

### **The Secretary of State**

You have a separate right to complain to the Secretary of State if you believe that the governing body has acted unreasonably or is failing to carry out its statutory duties properly. Telephone 0370 000 2288 or go to <https://www.gov.uk/government/organisations/department-for-education>

### **Ofsted**

If your complaint is about a whole school issue, you have a separate right to complain to the Office for Standards in Education (Ofsted). Contact details can be found at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). Note, however, that Ofsted do not usually consider complaints relating to individual children but they may use the information to bring forward an inspection.

### **Unreasonably Persistent, Abusive or Harassing Complainants and Vexatious Complaints**

The school expects anyone who wishes to raise problems with the school to:

- treat all staff with courtesy and respect;
- respect the needs of pupils and staff within the school;
- recognise the time constraints under which members of staff in schools work and allow the school a reasonable time to respond to the concern.

Whilst we recognise that some concerns may relate to serious and distressing incidents, we will not accept threatening or harassing behaviour and will take steps supported by legal action as appropriate to ensure that the school can continue its work safely.

### **Further Information**

For any complaint about the following, contact the local authority on 01228 221234 for advice and information

- an appeal against a decision relating to the admission or exclusion of your child
- an appeal against a local authority decision about your child's special educational needs
- an allegation of child abuse or other criminal offence

The governing body is not responsible for handling complaints about third party providers offering community facilities or services through our premises or using school facilities for external events. However, the school will liaise with such providers as appropriate.