



COMPLAINTS PROCEDURE

Introduction

It is in everyone's interest that concerns, and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the Complaint Procedure.

Radford Semele C of E Primary School takes informal concerns seriously and makes every effort to resolve the matter as quickly as possible and provide any reassurances that may be necessary. However, there are occasions when complainants would like to raise their concerns formally. In these cases, we will attempt to resolve the issue internally, through the stages outlined within this complaint procedure.

Our school aims to foster and maintain positive relationships with parents and carers through a timely response to all concerns.

Our school governors want to ensure that potential complainants feel able to raise concerns with members of staff without formality, either in person by telephone or in writing. This allows staff to establish whether a person is asking a question, expressing an opinion, or making a complaint. The member of staff who deals with the initial contact will:

- clarify the nature of the concern and reassure the complainant that we want to hear about it
- resolve the concern immediately if the member of staff can do so
- record the enquiry and any agreements made and notify the Headteacher

If the Complainant has difficulty discussing a concern with a particular member of staff, we will respect their views and, in these cases, the Headteacher will refer them to another appropriate staff member. Similarly, if the member of staff directly involved feels unable to deal with a concern, the Headteacher will refer the concern to another appropriate staff member. The member of staff may be more senior but does not have to be. The ability to consider the concern objectively and impartially is more important.

If the member of staff cannot resolve the concern, they will:

- make a clear note of the name, contact address and telephone number together with details of the nature of the concern and the outcome the complainant is looking for
- refer the concern to the Headteacher, or other appropriate person



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The staff member dealing with the concern will ensure that the Complainant is kept informed of any action taken. The emphasis at this stage is on resolving the issue quickly and informally for the benefit of pupil, parents / carers, and staff.

We understand however, that there are occasions when people would like to raise their concerns formally and, in this case, we will attempt to resolve the issue internally, through the stages outlined within our Complaints Procedure.

Informal Stage (School Resolution)

This stage does not apply to complaints against the Headteacher, a Governor, or the Governing Body.

The intention of the school is to create and maintain a safe, happy, and healthy learning environment and the staff and governors seek to establish a spirit of cooperation with parents, carers, and other interested parties to ensure that a positive school community ethos is established to achieve and maintain this.

It is in everyone's interest to resolve concerns at the earliest stage and the school's experience is that many issues can be resolved by proactive and timely discussion between the appropriate people. The school will take informal concerns seriously and will make every effort to resolve the matter quickly and effectively. It may be the case that the provision or clarification of information will resolve the issue.

To assist this any concern or complaint should be made in writing on the complaints form, however, we will accept all concerns or complaints made, either in person, in writing (including email), or by telephone. They may also be made by a third party acting on behalf of a complainant if they have appropriate consent to do so. This consent to act on behalf of another must be evidenced to the school before any progress is made towards a resolution.

- it is recommended that the complainant makes an appointment to speak to the teacher as soon as possible as this will give both parties the opportunity to talk about the issue without being interrupted
- it is important to recognise that schools are busy organisations and may not be able to offer an appointment straight away
- the purpose of this meeting should be to establish the nature of the concern and to seek a resolution to the problem
- to prevent any later challenges or disagreements over what was said, it is good practice for the teacher to make brief written notes of meetings and telephone calls and a copy of any written response should be added to the record. These notes are kept securely on the school's ICT system



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- the teacher may need to talk to others before they can respond. The Complainant should be given a timescale for a response; no more than 5 school days

If the person with the concern has difficulty discussing it with a particular member of staff, we will respect their views. In these cases, the Headteacher will decide on who should deal with the concern.

Similarly, if the member of staff feels that they are not the best person to be dealing with it, they will refer it to the Headteacher for a decision on who should deal with the concern.

If the issue remains unresolved, the next step is to discuss it informally with a more senior member of staff.

The member of staff dealing with a concern will make a written record of the issues raised, the action taken and, at the conclusion of their investigation, will provide an informal written response within 5 school days of the date of the complaint. All documentation relating to the informal complaint will be retained in a central record.

Most concerns will be satisfactorily dealt with in this way. However, if the complainant is not happy with the informal approach, then a formal complaint must be made to the Headteacher (*unless they are about the Headteacher*) via the school office, giving the reasons for the continued concern.

If the concern or complaint is not resolved informally and before it is escalated to a formal complaint the next step *could be* to offer mediation.

Sometimes during the handling of a complaint, communication between the complainant and the school can become difficult. Mediation can be a very useful way of helping people to resolve their differences and find an agreed way forward. Both parties need to agree to mediation. The school (or the complainant) may suggest mediation at any time if they believe it may be beneficial or if communication becomes a problem.

The school may use someone independent from the school to investigate a complex issue or to facilitate a mediation meeting although many Chairs of Governors and other governors already have the skills to conduct a mediation process between the School Representative and Complainant.

Mediation can be sought at any point during the processes of resolution and investigation. The mediation process is informal, impartial, and voluntary, and aims to resolve conflicts to the benefit of all. It does not apportion blame and concentrates on developing a better understanding of each other's point of view and works to secure future relationships.



If mediation is not an option and the complainant considers that the School Resolution has not delivered a satisfactory conclusion, they should submit a request in writing to the Headteacher outlining the reasons for a formal investigation.

Stage 1 – Review by Headteacher

This stage does not apply to complaints against the Headteacher, a Governor or the Governing Body.

The Headteacher may delegate the investigation to another member of the school's senior leadership team (Investigating Officer)

Formal complaints can be made either in person, in writing using the school's complaint form, by email, or by telephone. They may also be made by a third party acting on behalf of a complainant if they have appropriate consent to do so. This consent to act on behalf of another must be evidenced to the school before any progress is made towards a resolution.

A Complaint Form is available on the school website which may be used. If help is required in completing the form, please contact the school office. Alternatively, help can be sought from third party organisations such as Citizens Advice.

The complainant should set out clearly the nature of their complaint, any unresolved issues, including relevant dates and full names of persons involved, and clarify what action they believe would resolve the issue – any acknowledgement that the school could have handled the situation better is not an admission of unlawful or negligent action. Any documentation should be attached to the complaint.

The complaint will be acknowledged in writing within 5 school days of date of receipt. The acknowledgement letter will confirm the date that the formal complaint was received, the action to be taken and the specified time limit. It will also specify who has been appointed as the Investigator (person appointed by the Headteacher for this purpose).

The Investigator will be a senior member of staff who has no prior involvement with the complaint.

The Headteacher or Investigator will consider the complaint and in doing so will:

- establish what has happened so far, and who has been involved
- meet or contact the Complainant if they need further information
- clarify how the Complainant may feel things could be put right (if this has not been set out in their letter or included on the Complaints form)



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- interview those involved in the matter and those complained of, allowing them to be accompanied if they wish
- conduct any interviews with an open mind
- keep notes of any interview for the record

The complainant will be offered the opportunity to meet with the Investigator and to be accompanied by a friend or relative not acting in a legal capacity to speak on their behalf or help them make their case. The complainant should inform the school of the identity of their companion in advance of the meeting.

The Investigator will interview relevant witnesses and take statements from those involved. These will be dated and signed.

If the complaint involves a pupil, they will also be interviewed, normally with a parent/carer present. In some cases, however, this may not be possible and a member of staff with whom the pupil feels comfortable will attend the interview.

To prevent any later challenge or disagreement over what was said, the Investigator will keep brief notes of meetings and telephone conversations and a copy of any written response. These notes will be kept securely.

Outcomes to a complaint may include:

- an apology
- an explanation
- an assurance that the event complained of will not recur
- an explanation of the steps that have been taken, or will be taken, to ensure that it will not happen again and an indication of the timescales within which any changes will be made
- a finding that the complaint requires no further action
- an admission that the situation could have been handled differently or better (this is not the same as an admission of negligence)
- an undertaking to review school policies, practices, and procedures in light of the complaint
- a finding that there is insufficient evidence to reach a conclusion such that the complaint cannot be upheld

It may also be the case that the complaint may not have any substance and is therefore considered to be unfounded or unsubstantiated.



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Once all facts are established, within a maximum of 15 school days (excluding those that fall in the school holiday) a written response confirming the outcome of the investigation will be sent to the complainant.

The response will detail any actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of actions which the school will take to resolve the complaint.

The letter will inform the complainant if they are dissatisfied with the outcome of the investigation, and they wish to escalate their complaint to Stage 2 (the next stage of the procedure) they should inform the Governance Professional within 10 school days of the date of the formal written response setting out the outcome of the Stage 1 investigation.

If a written response is received after the 10 school days as requested, the Headteacher will make the decision as to whether to allow the complaint to be escalated to Stage 2.

Where a complaint is received during a school holiday or within 20 days from the start of the Christmas, Easter, or summer holidays, the Headteacher will endeavour to expedite the investigation wherever possible.

Where a time limit cannot be complied with, the school will write to the complainant within the specified time limit setting out the reasons why the time limit cannot be complied with and confirm the new time limit which will apply.



Stage 2 – Investigation by Chair of Governors / Suitably Skilled Governor

Complaints at this stage are in one of three categories:

- 1. The complainant is not satisfied with the outcome at Stage 1 - Review by Headteacher / Investigator**
- 2. The complainant has made a complaint about the Headteacher, or a member of the Governing Body, this may include the Chair or Vice-Chair**
- 3. The complaint is:**
 - **Jointly about the Chair and Vice Chair or**
 - **the majority of the Governing Body or**
 - **the entire Governing Body**

To escalate the complaint, the complainant will be asked to contact the Governance Professional either in person, in writing using the school's complaint form, by email, or by telephone. They may also be made by a third party acting on behalf of a complainant if they have appropriate consent to do so. This consent to act on behalf of another must be evidenced by the Governance Professional before any progress is made towards a resolution.

The complainant should set out clearly the nature of their complaint, any unresolved issues, including relevant dates and full names of persons involved, clarify how they feel the previous stage of the procedure has not addressed their complaint sufficiently, and what action they feel would resolve the issue. Any documentation should be attached to the complaint.

The complaint will be acknowledged in writing within 5 school days of date of receipt.

Stage 2 - Complaints against the Headteacher, a Governor, or the Governing Body

Any concern or complaint made against the Headteacher, a Governor or the Governing Body should be directed to the Governance Professional.

If the **concern or complaint is about the Headteacher or one member of the Governing Body (including the Chair or Vice-chair)**, a suitably skilled and impartial governor will carry out an investigation as outlined in the Informal (School Resolutions) Stage of the Complaints Procedure.

A full written response confirming the outcome of the investigation will be made to the complainant within 15 school days (excluding those that fall in the school holiday) of the written complaint being received.

The letter will set out the individual matters raised by the complainant, the findings made by the governor and the conclusion reached.



The letter will inform the complainant if they are dissatisfied with the outcome of the investigation, and they wish to escalate to the next stage of the procedure, they should inform the Governance Professional within 10 school days of the date of the formal written response setting out the outcome of this Stage 2 investigation.

If the **concern or complaint is about the Chair and Vice-Chair, the entire Governing Body, or the majority of the Governing Body** an independent investigator will carry out the steps as mentioned previously.

An Independent Investigator may be appointed by the Governing Body, the Local Authority, or the Diocese. A full written response confirming the outcome of the investigation will be made to the complainant within 15 school days {excluding those that fall in the school holiday} of the written complaint being received.

The letter will set out the individual matters raised by the complainant, the findings made by the Investigator and the conclusion reached.

The letter will inform the complainant if they are dissatisfied with the outcome of the investigation, and they wish to escalate to the next stage of the procedure, they should inform the Governance Professional within 10 school days of the date of the formal written response setting out the outcome of this Stage 2 investigation.

Where a time limit cannot be complied with, the school will write to the complainant within the specified time limit setting out the reasons why the time limit cannot be complied with and confirm the new time limit which will apply.

If a **written complaint is sent directly to or received by any member of the Governing Body** it will be forwarded to school to enable the correct process to be followed.

Stage 3 – Governing Body Review Committee

This is the **Final Stage of the Complaints Procedure**.

If the complainant is dissatisfied with the outcome of the complaint under Stage 2 of the Complaints Policy and wishes to take the matter, further, they can escalate the complaint to Stage 3 – a Governing Body Review Committee Meeting.

The complainant may write to the Governance Professional within 10 school days of receiving the letter confirming the outcome of Stage 2 and requesting a Governing Body Review Committee Meeting. Any requests received outside of this time frame will only be considered if exceptional circumstances apply.



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The Governance Professional will record the date the complaint is received and write to the complainant within 5 school days of receipt to acknowledge receipt of their request for a Governing Board Review Committee Meeting.

The acknowledgement letter will confirm the date that the formal request to review the decision was received, the action to be taken and the specified time limit. It will also include the names of the Governing Body Review Committee members. If this is not possible, the Governance Professional will provide an anticipated date and keep the complainant informed.

If the complainant believes there is likely to be bias in the proceedings, they reserve the right to request an independent Committee - complainants must provide evidence to support their request. Whilst the final decision regarding such a request rest with the Governing Body Review Committee it will be granted where the appearance of bias is enough to taint any decision reached.

The Governing Body Review Committee will consist of at least 3 Governing Body Members who were not directly involved in any matters detailed in the complaint, and with no prior involvement or knowledge of the complaint.

To appoint a governor from another school onto an independent complaints appeal panel, the governing body does not have to enter into, or already be in, a formal arrangement under the School Governance (Collaboration) (England) Regulations 2003.

Prior to the meeting, the Governing Body Review Committee Members will decide amongst themselves who will act as Chair of the Governing Body Review Committee Meeting.

Alternatively, an entirely independent Governing Body Review Committee may be convened to hear the complaint at this stage of the procedure.

The Governance Professional will write to the complainant to inform them of the date of the Governing Body Review Committee meeting. They will aim to convene a meeting within 20 school days of receipt of the Stage 3 request.

If this is not possible, the Governance Professional will write to the complainant and the school representative within the specified time limit setting out the reasons why the time limit cannot be complied with and confirm the new time limit which will apply.

The Governing Body Review Committee members will decide whether to deal with the complaint by inviting parties to a Governing Body Review Committee Meeting or through written representation, but in making their decision they will be sensitive to the Complainant's needs.



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In some circumstances, it may be possible and appropriate for the Chair of the Governing Body Review Committee to resolve the issue with the Complainant without the need for a Governing Body Review Meeting.

The Complainant must be given reasonable notice of the date of the Governing Body Review Committee Meeting; however, if they reject the offer of three proposed dates without good reason, the Governance Professional will decide when to hold the meeting. It may then proceed in the complainant's absence on the basis of written submissions from both parties.

If the complainant is invited to attend the Governing Body Review Committee Meeting, they may bring someone along to provide support. This can be a friend, relative or colleague but they will not play any part in the proceedings unless invited to do so by the Chair. There may be occasions when legal representation is appropriate, such as if a school employee is called as a witness in a complaint meeting, they may wish to be supported by union and/or legal representation.

If attendance of any pupil is required at the Governing Body Review Committee Meeting, parental permission will be sought if they are under the age of 18 years. A pupil has the right to be accompanied and extra care will be taken to consider the vulnerability of children where they are present.

Representatives from the media are not permitted to attend the Governing Body Review Committee Meeting.

Once the Governing Body Review Committee Meeting has been arranged, the Governance Professional will write to the complainant to confirm the date, time, and venue of the meeting, ensuring that, if the complainant is invited, the dates are convenient to all parties and that the venue and proceedings are accessible. The Governance Professional will also request copies of any further written material to be submitted to the Committee members.

A copy of the letter should be sent to the school representatives and the Governing Body Review Committee members.

Any written material that the Complainant and School representatives wish to submit in relation to their complaint must be sent to the Governance Professional at least 10 school days before the Governing Body Review Meeting.

The Governing Body Review Committee Members reserve the right not to consider any written material presented by either the complainant or the school less than 10 working school days prior to the Governing Body Review Meeting or at the meeting itself.

Any written material will be circulated to all parties at least 5 school days before the date of the meeting. The Governing Body Review Committee Members will not normally accept, as



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evidence, any recordings of conversations that were obtained covertly and without the informed consent of all parties concerned.

The Committee Members will also not review any new complaints at this stage or consider evidence unrelated to the initial complaint. New complaints will be dealt with from Stage 1 of the procedure.

Electronic recordings of meetings or conversations are not normally permitted unless a complainant's own disability or special needs require it. Prior knowledge and consent of all parties attending must be sought before meetings or conversations take place. Consent will be recorded in the notes.

If the Complainant(s) or school representatives wish to call witnesses, the names of these potential witnesses must be given to the Governance Professional at least 10 school days before the meeting. The Governing Body Review Committee Members will consider the appropriateness of any witnesses requested.

The Governing Body Review Committee Members are under no obligation to hear oral evidence from witnesses but may do so and /or may take written material into account.

The Complainant(s) and school representatives are responsible for ensuring that any witnesses are aware of the time / date / location of the meeting.

The Complainant can be accompanied by a suitable companion, this may be a friend, relative, advocate or interpreter. The name of any companion attending must be advised to the Governance Professional 10 school days before the meeting.

The Governing Body Review Committee Meeting is not a form of legal proceedings. However, there may be occasions when legal representation is appropriate. For instance, if a school employee is called as a witness in a complaint meeting, they may wish to be supported by union and / or legal representation.

The decision of the Governing Body Review Committee is final and will be communicated in writing to the complainant and school representatives within 10 school days. The recommendations and findings will be made available for inspection on the school premises by the Headteacher.

If it is not possible to meet this timeline, then the Chair of the Governing Body Review Committee will contact both parties to discuss a mutually convenient date.

The Governing Body Review Committee members will consider the complaint and all the evidence presented. They can make the following decisions:



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- uphold the complaint in whole or in part
- dismiss the complaint in whole or in part
- decide on the appropriate action to be taken to resolve the complaint.
- where appropriate, recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

The Governance Professional will record the proceedings in the form of minutes. The typed minutes are a summary of the procedure followed and the discussions taking place at the meeting but will not include the deliberations of the panel. Notwithstanding this, full and comprehensive notes of the decision taken by the Governing Body Review Committee should be taken. The minutes are the property of the Governing Body Review Committee, and the final approved version can be made available upon request, with release subject to Data Protection rules.

The Governing Body Review Committee will ensure that their findings and recommendations are sent by electronic mail or otherwise given to the complainant.

Where relevant, the person complained about will receive an approved summary of the panel's findings and recommendations. They will also receive a copy of the minutes, subject to any necessary redactions under Data Protection legislation.

The Governing Body Review Committee will also ensure the findings and recommendations will be available for inspection on the school premises by the Headteacher (and / or proprietor)

A written record will be kept of all complaints, and the stage they were resolved or whether they proceeded to a Governing Body Review Committee Meeting, together with the actions been taken, regardless of the decision.

All correspondence, documents and records relating to individual complaints will be kept confidential, except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Act requests access to them.

Next Steps: Referring Complaints to the DfE

There is no further right of appeal in respect of the decision of the Governing Body Review Committee with regard to the complaint other than to the Department for Education (DfE) on the grounds that that the Governing Body Review Committee has not followed the complaint in accordance with the published complaints procedure, or they acted unlawfully or unreasonably in the exercise of their duties under education law.

The DfE will not normally reinvestigate the substance of complaints, or overturn any decisions made by the school or Governing Body Review Committee. They will consider whether the



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school or Governing Body Review Committee has adhered to education legislation and any statutory policies connected with the complaint.

If the complaints procedure is found to not meet regulations, the school will be asked to correct its procedure accordingly.

For further information regarding complaining about a school, see the following webpage:
<https://www.gov.uk/complain-about-school>



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Complaint Form

Before you make a formal complaint and to help ensure that you have completed the informal procedure, it is recommended that you ask the following questions:

- Have I communicated my concern or worry to the Class Teacher, Head of Year, of Deputy Headteacher?
- Have I followed the guidance provided to me?
- Have I allowed a sufficient period of time for actions and improvements to be implemented?
- Am I dissatisfied with the action taken, or the way I have been treated?
- Is my concern unresolved?

If you answer yes to these questions, then you may wish to make a formal complaint.

Please complete and return the Complaint Form to the Headteacher or Governance Professional) who will acknowledge receipt and explain what action will be taken.

Your name:

Pupil's name (if relevant):

Your relationship to the pupil (if relevant):

Day time telephone number:

Evening telephone number:

Email address:

Key points of your complaint – Please summarise the key issues for you

Timeline – please *summarise* the sequence of events – in date / time order



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Your desired outcome(s) – What are you hoping to achieve? What actions do you feel might resolve the problem at this stage?

Are you attaching any paperwork? *Please give clear references and indications of documents, records, policies, and any other documents that will help us to understand your point of view and your complaint*

Signature:

Date:

Official use

Date acknowledgement sent:

By whom:



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Complaint referred to:

Date: