



**Polehampton CE
Infant and Junior Schools**

“Let your light shine”
Matthew 5:16



“Unlocking the Future”

Complaints Policy

Policy Level and Description:	1	<u>TKAT Statutory Policy</u> NO CHANGES TO THE CORE TEXT ALL Schools require a policy on this topic/area. Only changes to highlighted sections are allowed to the core text – changes will be limited to school name and very limited school-specific details - LGBs to adopt, implement and monitor this policy.	
Reviewed by: (Trust Officer)	Hester Wooller CEO	Reviewed by: (School representative)	P Sherwood Executive Headteacher
Approved by: (Trust Committee/Trust Board)	FAPP	Approved by: (LGB/LGB Committee)	LGB
Trust approval date: (dd/mm/yyyy)	04/07/23	LGB/LGB Committee approval date: (dd/mm/yyyy)	Autumn 2023
Review due: (mm/yyyy)	09/2024		

At Polehampton Church of England Infant and Junior Schools, our vision is "Let your light shine" (Matthew 5:16). Jesus reminded us in Matthew's gospel that we are lights for the world. As we seek to follow him, we can share his light with others and change the world. Supported by our school values of gratitude, friendship, perseverance, forgiveness, honesty and compassion, we seek to help pupils make positive choices in all they do. We follow our Christian values to enable everyone in our school community to let their light shine.

At Polehampton Church of England Infant and Junior Schools, we take our policies seriously and seek to ensure our community robust procedures for reporting any issue, including those relating to staff.

Notes from Polehampton CE Infant and Junior Schools:

- The term 'parents' refers to parents, carers or guardians.
- Any reference to Head/Head of School should be read as 'Head of School or Executive Headteacher'.
- Any reference to Headteacher/Head of School/CEO should be read as 'Head of School or Executive Headteacher'.
- Please note that there will be instances within this policy where 'CEO' refers correctly to the CEO. These instances are in places where 'CEO' is the only option listed.
- Any amendments to this model policy (other than formatting) have been added in blue text.

We are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.

GENERAL PRINCIPLES

Sonning Church of England Primary School works hard to provide a good service to, and have a good relationship with pupils, parents and members of the local community. At the same time, it is recognised that on occasions an individual or group may have a complaint against a member of staff or the school itself. When a complaint occurs the following principles will apply:

- Every complaint is taken seriously
- Resolution of problems will be by informal means wherever possible
- Each complaint will be handled by the most appropriate member of staff
- Procedures will be impartial and non-adversarial
- Complaints will be dealt with as swiftly as possible
- Confidentiality will be respected at all times

STAGE 1 – INFORMAL PROCEDURES

Every effort is made to resolve a concern or complaint at this stage. A phone call or a meeting with a member of staff should be sufficient to resolve most concerns. On occasion a senior member of staff might become involved to help resolve an issue. The complainant may wish to meet with the Deputy or Head Teacher to discuss their concerns. The member of staff will make clear the school's response to the concerns raised and may agree certain actions to help resolve the complaint.

Where an approach is made directly to a member of the Governors, the Governor will refer the

complainant to the Deputy or Head Teacher.

STAGE 2 – FORMAL COMPLAINT

Where the complainant is not satisfied with the response at stage 1, they can choose to take the matter to the formal complaints stage. They should put their complaint in writing, addressed to the Head Teacher. The person responsible for assessing the complaint and deciding the outcome is the Head Teacher. Where the complaint is about the Head Teacher, the Chair of Governors will act in this capacity. The formal complaint will be investigated and the decision conveyed in writing within 15 working days of receiving the formal complaint.

The Head Teacher/Chair of Governors can decide to:

- Dismiss the complaint in whole or part
- Uphold the complaint in whole or part
- Decide on the appropriate action to be taken to resolve the complaint
- Recommend changes to the school's systems or procedures to ensure that issues of a similar nature do not recur

The number and nature of formal complaints will be reported at the next full Governors' meeting via the Head Teacher's report. No details of individuals will be contained in this report.

STAGE 3/FINAL STAGE – GOVERNORS' COMPLAINTS COMMITTEE (PANEL HEARING)

If the complainant is not satisfied with the outcome of stage 2, they can choose to take the matter to the next stage. They should request this in writing to the Chair of Governors. The Chair will convene a meeting of the Governors' complaints committee within 15 working days of receiving this letter.

The Governors' complaints committee will contain 3 or 5 members. It will not contain Governors who have had previous involvement with this complaint. It will contain 1 member who is independent of the management and running of the school.

The complainant will be invited to attend the meeting/panel hearing and may be accompanied if they wish. The complainant will be given reasonable notice of the date of the panel hearing and clear information on the process to enable them to attend will be given.

It is vital that during the meeting all parties act in a reasonable way. Any behaviour which is aggressive or threatening will not be tolerated. If a complainant behaves unacceptably they may be asked to leave the meeting.

The Governors' complaints committee can decide to:

- Dismiss the complaint in whole or part
- Uphold the complaint in whole or part
- Decide on the appropriate action to be taken to resolve the complaint
- Recommend changes to the school's systems or procedures to ensure that issues of a similar nature do not recur

Once the Complaints Committee has reached a decision the Chair will inform all parties e.g. the complainant and where relevant the person/s identified in the complaint of the decision within 5 working days. At this point it should be made clear that the complaints procedure has been exhausted. Documentation will be retained for the relevant period of time on the school premises.

Written records of all complaints, outcomes and following actions will be retained and stored

securely.

Although the school will inform The Keys Academy Trust of any formal complaint the Trust will not normally deal with complaints directly or mediate. If you are not satisfied the complaints procedure has been followed, you can make this known to the Trust. However, further action can be taken only if it can be demonstrated that the correct procedure has not been followed.

THE ROLE OF THE EDUCATION AND SKILLS FUNDING AGENCY

As the school is an Academy, the Local Authority cannot investigate complaints. The role of the ESFA is to check whether the complaint has been dealt with properly by the academy. The ESFA will not overturn an academy's decision about a complaint. However, if the ESFA find an academy did not deal with a complaint properly, they will request the complaint is looked at again from the appropriate stage.

Persistent Complainants

This behaviour could be characterised by, for example:

- Actions which are obsessive, persistent, harassing, prolific, repetitious
- An insistence upon pursuing unsubstantial complaints and/or unrealistic or unreasonable outcomes
- An insistence upon repeatedly pursuing a complaint when the outcome is not satisfactory to the complainant but cannot be changed

If the complainant pursues substantially the same issue after exhausting the complaints procedure, the school may determine that it will not respond further.