



## Woolsery Primary School Complaints Procedure

### **Purpose:**

To establish a procedure for dealing with complaints relating to the school, as required by section 29(1)(a) of the Education Act 2002.

### **Scope:**

All matters relating to the actions of staff and application of school procedures where they affect the individual pupils concerned, except matters [relating to the curriculum, exclusion, admissions etc...] which are subject to separate procedures.

### **General Principles:**

- An anonymous complaint will not be investigated under this procedure unless there are exceptional circumstances.
- To allow for a proper investigation, complaints should be brought to the attention of the school as soon as possible. Any matter raised more than 3 months after the event being complained of will not be considered, save in exceptional circumstances.
- Investigation of any complaint or review request will begin within 5 school days of receipt of the same, save in exceptional circumstances. The investigation will be completed as soon as reasonably practicable.

### **Part A**

#### **Complaining about the actions of a member of staff other than the Head Teacher**

##### **1) Informal Stage**

The complainant is normally expected to arrange to communicate directly with the member of staff (1) concerned. This may be by letter, by telephone or in person by appointment. Many concerns can be resolved by simple clarification or the provision of information and it is anticipated that most complaints will be resolved by this informal stage. (In the case of serious concerns it may be appropriate to address them directly to the Head Teacher (2)) An unreasonable refusal to attempt an informal resolution may result in the procedure being terminated forthwith. (Any dispute in relation to the "reasonableness" may be determined through the review process)

##### **2) Formal Stage**

If the complaint is not resolved at the informal stage the complainant must put the complaint in writing and pass it to the Head Teacher (2), who will be responsible for its investigation.(3) (4)

The complainant should include details which might assist the investigation, such as names of potential witnesses, dates and times of events, and copies of relevant documents. In addition the Head Teacher (2) may meet with the complainant to clarify the complaint.(5)

The Head Teacher (2) will collect such other evidence as he/she deems necessary. Where this involves an interview with a member of staff, who is the subject of the complaint, that member of staff may be accompanied by a friend or representative if they wish.

The investigation will begin as soon as possible and when it has been concluded, the complainant, and the member of staff concerned, will be informed in writing of the outcome. This may be to the effect that:

- There is insufficient evidence to reach a conclusion, so the complaint cannot be upheld
- The concern is not substantiated by the evidence
- The concern was substantiated in part or in full. Some details may then be given of action the school may be taking to review procedures etc... but details of the investigation or of any disciplinary procedures will not be released
- The matter has been fully investigated and that appropriate procedures are being followed, which are strictly confidential (e.g. where staff disciplinary procedures are being followed)

**The complainant will be told that consideration of their complaint by the head teacher is now concluded.**

**If the complainant is not satisfied with the manner in which the process has been followed, the complainant may request that the Governing Body review the process followed by the Head Teacher (2) in handling the complaint. Any such request must be made in writing within 2 weeks of receiving notice of the outcome from the Head Teacher, and include a statement specifying any perceived failures to follow the procedure. The procedure described in Part C will be followed.**

**If the complainant considers that the decision of the Head Teacher is perverse, or that the Head Teacher has acted unreasonably in considering the complaint, then the complainant may bring a complaint against the Head Teacher under part B of this procedure. This will provide an opportunity for the evidence to support such a complaint to be investigated.**

## **Part B**

### **Complaining about the actions of the Head Teacher**

#### **1) Informal stage**

The complainant is usually expected to arrange to speak directly with the Head Teacher. (In the case of serious concerns it may be appropriate to raise them directly with the Chair of the Governing Body (6)) Many concerns can be resolved by simple clarification or the provision of information. If the matter is not resolved, and if both parties agree, then a third party may be invited to act as a mediator at a further meeting. A refusal, unreasonably, to attempt an informal resolution may result in the procedure being terminated forthwith.

#### **2) Formal Stage**

If the complaint is not resolved at the informal stage the complainant must put the complaint in writing and pass it to the Chair of the Governing Body (6) who will determine which of the agreed procedures to invoke (3)(4). If it is determined that the complaint is "General", the Chair (6) will arrange for its investigation.

Any investigation shall be conducted by a panel of 3 members of the Governing Body (The "Complaints Committee").

The investigation will normally be conducted through a consideration of written submissions, but reasonable requests to make oral representations should be considered sympathetically.

The panel will first receive written evidence from the complainant.

The panel will then invite the Head Teacher (2) or the Chair (6), as appropriate, to make a response to the complaint.

The panel may also have access to the records kept of the process followed.

The complainant, and the Head Teacher (2) or the Chair (6), as appropriate, will be informed in writing of the outcome. This may be to the effect that:

- There is insufficient evidence to reach a conclusion, so the complaint cannot be upheld
- The concern is not substantiated by the evidence
- The concern was substantiated in part or in full but that the procedural failure did not affect the outcome significantly so the matter is now closed.
- The concern was substantiated in part or in full and the Governing Body will take steps to prevent a recurrence or to rectify the situation (where this is practicable)

Notes

**The complainant is not entitled to access any details of the investigation except for any statements that may have been provided by their child. Any information relating to the application of disciplinary procedures is strictly confidential. If a complainant believes that the Governing Body has acted illegally or arbitrarily in handling the complaint, then the complainant may make representations to the Local Authority.**

### **Superscripts**

(1) or in the case of Teaching Assistants, the complaint could be directed to the teaching assistant's line manager.

(2) or other designated member of staff on behalf of the head teacher (in such case the head must be satisfied that the process has been conducted properly and accept responsibility for the same)

(3) Alternatively the complainant may be referred back to the informal stage of the procedure.

(4) If the complaint is judged to be vexatious, then the complainant will be informed that their complaint will not be accepted and will not be investigated.

(5) It may be appropriate to offer the complainant the opportunity to be accompanied by a friend at any such meeting.

(6) Or designated governor responsible for investigating complaints

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