



**BLACON**  
HIGH SCHOOL  
SUCCESS THROUGH PARTNERSHIP

## Complaints Procedure

### VISION STATEMENT

Blacon High School will inspire everyone to work together to create a successful, inclusive and forward looking learning community, supporting excellence for all to make a positive difference to society.

**Committee approved:** 9<sup>th</sup> June 2016  
**Ratified by Full Governing Body:** 16<sup>th</sup> June 2016  
**Next due for review:** Summer 2019

## Rationale

Section 29 of the Education Act 2002 requires that all maintained schools have a published complaints procedure. However, further than that, we want to know about any concerns which affect the delivery of our service and where we can make improvements.

### Part 1: General Principles of complaints

#### Dealing with Complaints – Initial concerns

1. We are mindful that there is a clear difference between a concern and a complaint. Taking informal concerns seriously at the earliest stage will reduce the numbers that develop into formal complaints.
2. The following key messages deal with complaints but the underlying principle is that concerns ought to be handled, if at all possible, without the need for formal procedures. The requirement to have a complaints procedure does not in any way undermine efforts to resolve the concern informally. In most cases staff will receive the first approach. It would be helpful if staff were able to resolve issues on the spot, including apologising where necessary.

#### Dealing with Complaints – Formal procedures

3. These procedures will need to be invoked when initial attempts to resolve the issue are unsuccessful and the person raising the concern remains dissatisfied and wishes to take the matter further.
4. The Business Manager will be responsible for the operation and management of the school complaints procedure and will hereafter for the purpose of this procedure be referred to as the Complaints Co-ordinator.

#### Framework of Principles

5. This Complaints Procedure will:
  - encourage resolution of problems by **informal** means wherever possible;
  - be easily **accessible** and **publicised**;
  - be **simple** to understand and use;
  - be **impartial**;
  - be **non-adversarial**;
  - allow **swift** handling with established **time-limits** for action and keeping people informed of the progress;
  - ensure a full and **fair** investigation by an independent person where necessary;
  - respect people's desire for **confidentiality**;
  - address all the points at issue and provide an **effective** response and **appropriate** redress, where necessary;
  - provide **information** to the school's senior leadership team so that services can be improved.

#### Investigating Complaints

6. At each stage, the Complaints Co-ordinator will ensure that they:
  - establish **what** has happened so far, and **who** has been involved;
  - clarify the nature of the complaint and what remains unresolved;
  - meet with the complainant or contact them (if unsure or further information is necessary);
  - clarify what the complainant feels would put things right;
  - interview those involved in the matter and/or those complained of, allowing them to be accompanied if they wish;
  - conduct the interview with an open mind and be prepared to persist in the questioning;
  - keep notes of the interview.

## **Resolving Complaints**

7. We should also be mindful that a complaint can be resolved at any stage, however, early resolution is preferred. It might be sufficient to acknowledge that the complaint is valid in whole or in part. In addition, it may be appropriate to offer one or more of the following:
  - an apology;
  - an explanation;
  - an admission that the situation could have been handled differently or better;
  - an assurance that the event complained of will not recur;
  - an explanation of the steps that have been taken to ensure that it will not happen again;
  - an undertaking to review school policies in light of the complaint.
8. Under this procedure complainants will be encouraged to state what actions they feel might resolve the problem at any stage. An admission that the school could have handled the situation better is not the same as an admission of negligence.

An effective procedure will identify areas of agreement between the parties. It is also of equal importance to clarify any misunderstandings that might have occurred as this can create a positive atmosphere in which to discuss any outstanding issues.

## **Vexatious Complaints**

9. There will be occasions when, despite all stages of the procedures having been followed, the complainant remains dissatisfied. If the complainant tries to reopen the same issue, the Chair of the Governing Body (GB) will inform them in writing that the procedure has been exhausted and that the matter is now closed.

## **Time-Limits**

10. Complaints need to be considered, and resolved, as quickly and efficiently as possible. In normal circumstances, complaints will only be considered where the matter being discussed has happened within the last eight weeks. The complaints procedures below set out realistic time limits for action within each stage. However, where further investigations are necessary, new time limits may be set. In the event of this being necessary the complainant will be sent details of the new deadline and an explanation for the delay.

## **Part 2: The Formal Complaints Procedure**

### **The Stages of Complaints**

11. The complaints procedure will comprise of three stages:
  - Stage one: complaint heard by staff member (though not the subject of the complaint) (10 working days)
  - Stage two: complaint heard by the Headteacher; (10 working days)
  - Stage three: complaint heard by GB's Complaints Appeal Panel. (1 month)
12. A flow chart identifying the stages of the complaints procedure can be found in Appendix A. The flow chart identifies who will be involved in hearing a complaint. There may, on occasion, be the need for some flexibility; for example, the possibility of further meetings between the complainant and the member of staff directly involved and further investigations may be required by the Headteacher after a meeting with the complainant.
13. Regardless which stage a complaint is at, an unsatisfied complainant can always take a complaint to the next stage (unless all stages have been exhausted).
14. In the event of a complaint involving the conduct of the Headteacher or a Governor or where the Headteacher or a Governor has been involved in the issue previously, then the complaint should be heard using stage three of this procedure unless earlier resolution is possible.
15. This procedure does not prevent a reporting under the school's Whistle Blowing arrangements. (Available separately from the Clerk to the Governing Body.)

## **Part 3: Managing and Recording Complaints**

### **Recording Complaints**

16. The Complaints Co-ordinator will record the progress of the complaint and the final outcome. A complaint may be made in person, by telephone, or in writing. A complaint form can be found in Appendix B. At the end of a meeting or telephone call, it would be helpful if the member of staff ensured that the complainant and the school have the same understanding of what was discussed and agreed. A brief note of meetings and telephone calls can be kept and a copy of any written response added to the record.
17. The Complaints Co-ordinator will be responsible for the records and hold them centrally.

### **Governing Body Review**

18. The GB will monitor the level and nature of complaints and review the outcomes on a regular basis, and at least annually, to ensure the effectiveness of the procedure and make changes where necessary. Complaints information shared with the whole GB will not name individuals.
19. We recognise that in addition to addressing individual's complaints, the process of listening to, and resolving complaints will contribute to school improvement. We are aware that in hearing individual complaints we may identify underlying issues that need to be addressed. The monitoring and review of complaints by the school and the GB is useful tool in evaluating a school's performance.

### **Publicising the Procedure**

20. The Complaints Procedures will be publicised as required by law. This will be done by allowing access to this policy through the school's website. In addition, the policy will be available in the school's reception area for perusal and further copies will be available from the Clerk to the GB by contacting the school.

## **Stages of Complaints Procedure**

### **Stage One: Complaint Heard by Staff Member**

It is in everyone's interest that complaints are resolved at the earliest possible stage. The experience of the first contact between the complainant and the school can be crucial in determining whether the complaint will escalate. Staff will be made aware of the procedures in order that they know what to do when they receive a complaint.

Where a complainant indicates that he/she would have difficulty discussing a complaint with a particular member of staff, the complaints co-ordinator will refer the complainant to another staff member. Where the complaint concerns the Headteacher, the complaints co-ordinator will refer the complainant to the Chair of Governors.

Similarly, if the member of staff directly involved feels too compromised to deal with a complaint, the Complaints Co-ordinator may consider referring the complainant to another staff member. The member of staff may be more senior but does not have to be. The ability to consider the complaint objectively and impartially is crucial.

Where the first approach is made to a Governor, the next step would be to refer the complainant to the appropriate person and advise them about the procedure. Governors must not act unilaterally on an individual complaint outside the formal procedure or be involved at the early stages in case they are needed to sit on a panel at a later stage of the procedure.

### **Stage Two: Complaint Heard by the Headteacher**

At this point, the complainant may be dissatisfied with the way the complaint was handled at Stage One as well as pursuing their initial complaint. The Headteacher may delegate the task of collating the information to another staff member but not the decision on the action to be taken.

### **Stage Three: Complaint Heard by Governing Body's Complaints Appeal Panel**

The complainant needs to write to the Chair of Governors, via the Clerk to the GB, giving details of the complaint. The Chair, or a nominated governor, will convene a GB Complaints Panel.

The Governors' hearing is the last school-based stage of the complaints process, and is not convened merely to rubber-stamp previous decisions.

Individual complaints would not be heard by the whole GB at any stage, as this could compromise the impartiality of any panel set up for a disciplinary hearing against a member of staff following a serious complaint.

The GB may nominate a number of members with delegated powers to hear complaints at that stage, and set out its terms of reference. These can include:

- drawing up its procedures;
- hearing individual appeals;
- making recommendations on policy as a result of complaints.

The procedure adopted by the panel for hearing appeals would normally be part of the school's complaints procedure. The panel can be drawn from the nominated members and may consist of three or five people. The panel may choose their own chair.

### **The Remit of the Complaints Appeal Panel**

The Panel can:

- dismiss the complaint in whole or in part;
- uphold the complaint in whole or in 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 problems of a similar nature do not recur.

There are several points which any Governor sitting on a complaints panel needs to remember:

- a) It is important that the appeal hearing is independent and impartial and that it is seen to be so. No Governor may sit on the panel if they have had a prior involvement in the complaint or in the circumstances surrounding it. In deciding the make-up of the panel, Governors need to try and ensure that it is a cross-section of the categories of Governor and sensitive to the issues of race, gender and religious affiliation.
- b) The aim of the hearing, which needs to be held in private, will always be to resolve the complaint and achieve reconciliation between the school and the complainant. However, it has to be recognised the complainant might not be satisfied with the outcome if the hearing does not find in their favour. It may only be possible to establish the facts and make recommendations which will satisfy the complainant that his or her complaint has been taken seriously.
- c) An effective panel will acknowledge that many complainants feel nervous and inhibited in a formal setting. Parents often feel emotional when discussing an issue that affects their child. The panel chair will ensure that the proceedings are as welcoming as possible. The layout of the room will set the tone and care is needed to ensure the setting is informal and not adversarial.
- d) Extra care needs to be taken when the complainant is a child. Careful consideration of the atmosphere and proceedings will ensure that the child does not feel intimidated. The panel needs to be aware of the views of the child and give them equal consideration to those of adults. Where the child's parent is the complainant, it would be helpful to give the parent the opportunity to say which parts of the hearing, if any, the child needs to attend.
- e) The Governors sitting on the panel need to be aware of the complaints procedure.

## **Roles and Responsibilities**

### **The Role of the Clerk**

Complaints Appeal Panel meetings will be clerked using the normal clerking arrangements for GB meeting. The clerk will be the contact point for the complainant and be required to:

- set the date, time and venue of the hearing, ensuring that the dates are convenient to all parties and that the venue and proceedings are accessible;
- collate any written material and send it to the parties in advance of the hearing;
- meet and welcome the parties as they arrive at the hearing;
- record the proceedings;
- notify all parties of the panel's decision.

### **The Role of the Chair of the Governing Body or the Nominated Governor**

The nominated Governor role:

- check that the correct procedure has been followed;
- if a hearing is appropriate, notify the clerk to arrange the panel;

### **The Role of the Chair of the Panel**

The Chair of the Panel has a key role, ensuring that:

- the remit of the panel is explained to the parties and each party has the opportunity of putting their case without undue interruption;
- the issues are addressed;
- key findings of fact are made;
- parents and others who may not be used to speaking at such a hearing are put at ease;
- the hearing is conducted in an informal manner with each party treating the other with respect and courtesy;
- the panel is open minded and acting independently;
- no member of the panel has a vested interest in the outcome of the proceedings or any involvement in an earlier stage of the procedure; each side is given the opportunity to state their case and ask questions;
- written material is seen by all parties. If a new issue arises it would be useful to give all parties the opportunity to consider and comment on it.

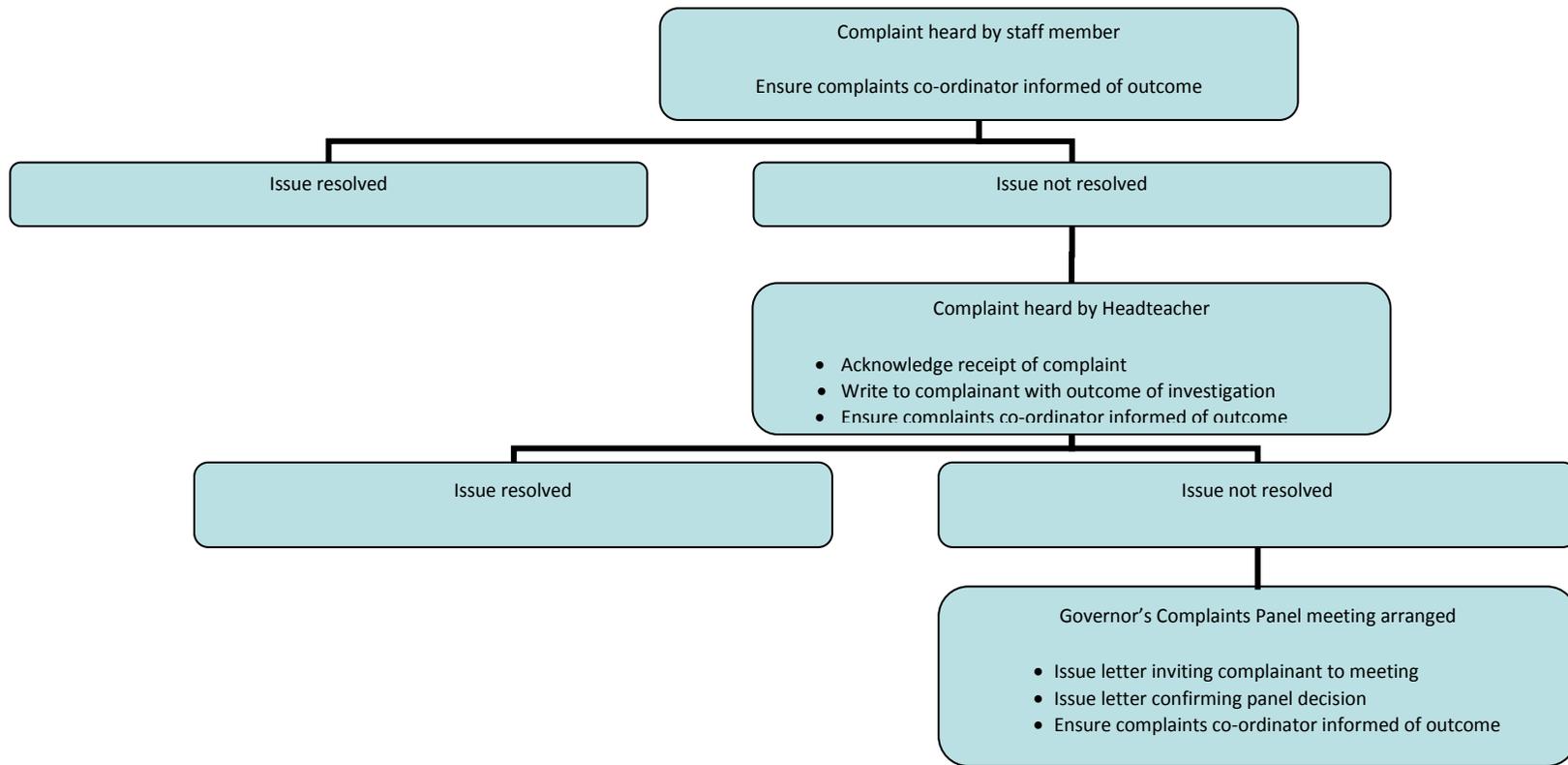
### **Notification of the Panel's Decision**

The Chair of the Panel needs to ensure that the complainant is notified of the panel's decision, in writing, with the panel's response; this is usually within a set deadline which is publicised in the procedure. The letter needs to explain if there are any further rights of appeal and, if so, to whom they need to be addressed.

### **Checklist for a Panel Hearing**

The Panel needs to take the following points into account:

- The hearing is as informal as possible.
- Witnesses are only required to attend for the part of the hearing in which they give their evidence.
- After introductions, the complainant is invited to explain their complaint, and be followed by their witnesses.
- The Headteacher may question both the complainant and the witnesses after each has spoken.
- The Headteacher is then invited to explain the school's actions and be followed by the school's witnesses.
- The complainant may question both the Headteacher and the witnesses after each has spoken.
- The panel may ask questions at any point.
- The complainant is then invited to sum up their complaint.
- The Headteacher is then invited to sum up the school's actions and response to the complaint.
- Both parties leave together while the Panel decides on the issues.
- The Chair explains that both parties will hear from the panel within a set time scale.



**Complaint Form**

**Please complete and return to Business Manager (Complaints Co-ordinator) who will acknowledge receipt and explain what action will be taken.**

**Your name:**

**Pupil's name:**

**Your relationship to the pupil:**

**Address:**

**Postcode:**

**Day time telephone number:**

**Evening telephone number:**

**Please give details of your complaint.**

**What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to and what was the response)?**

**What actions do you feel might resolve the problem at this stage?**

**Are you attaching any paperwork? If so, please give details.**

**Signature:**

**Date:**

**Official use**

**Date acknowledgement sent:**

**By who:**

**Complaint referred to:**

**Date:**

## Version Control

<b>Number</b>	<b>Update</b>	<b>Date</b>	<b>By whom</b>
0.1	Policy created	18/05/2016	Rachel Keating
1.0	Policy approved at Governor committee meeting	09/06/2016	Resources
	Policy approved by full Governing Body	16/06/2016	Governing Body