



The Woodland Academy Trust



Revealing the champion within
“growing in our thinking, learning and feeling together”

COMPLAINTS PROCEDURE

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1. Aims

Our school aims to meet their statutory obligations when responding to complaints from parents/carers of pupils at the school, and others.

When responding to complaints, we aim to:

- Be impartial and non-adversarial
- Facilitate a full and fair investigation by an independent person or panel, where necessary
- Address all the points at issue and provide an effective and prompt response
- Respect complainants' desire for confidentiality
- Treat complainants with respect
- Keep complainants informed of the progress of the complaints process
- Consider how the complaint can feed into school improvement evaluation processes

We try to resolve concerns or complaints by informal means wherever possible. Where this is not possible, formal procedure will be followed.

The school will aim to give the complainant the opportunity to complete the complaints procedure in full. To support this, we will ensure we publicise the existence of this Complaints Procedure and make it available on the school's website.

2. Legislation and guidance

This document meets the requirements set out in part 7 of the schedule to the Education (Independent School Standards) Regulations 2014, which states that we must have and make available a written procedure to deal with complaints from parents of pupils at the school.

It is also based on guidance published by the Education and Skills Funding Agency (ESFA) on creating a complaints procedure that complies with the above regulations, and refers to good practice guidance on setting up complaints procedures from the Department for Education (DfE).

This procedure complies with our Funding Agreement and Articles of Association. In addition, it addresses duties set out in the Early Years Foundation Stage statutory framework with regards to dealing with complaints about the school's fulfilment of Early Years Foundation Stage requirements.

3. Definitions and scope

The DfE guidance explains the difference between a concern and a complaint.

A **concern** is defined as "an expression of worry or doubt over an issue considered to be important for which reassurances are sought".

The school will resolve concerns through day-to-day communication as far as possible.

A **complaint** is defined as "an expression of dissatisfaction however made, about actions taken or a lack of action".

The school intends to resolve complaints informally where possible, at the earliest possible stage.

There may be occasions when complainants would like to raise their concerns formally. This document outlines the procedure relating to handling such complaints.

This Complaints Procedure does not cover complaints relating to:

- Admissions
- Statutory assessments of special educational needs and disability (SEND)
- Safeguarding matters
- Exclusion
- Whistle-blowing
- Staff grievances

- Staff discipline

Please see our separate policies for procedures relating to these types of complaint.

Arrangements for handling complaints from parents/carers of children with SEND about the school's support are within the scope of this Complaints Procedures and such complaints should first be made to the class teacher. Our SEND Policy and Information Report includes information about the rights of parents/carers of pupils with disabilities who believe that our school has discriminated against their child.

Complaints about services provided by other providers who use school premises or facilities should be directed to the provider concerned.

Anonymous concerns or complaints will not be investigated under this procedure, unless there are exceptional circumstances. To enable proper investigations, concerns or complaints should be brought to the attention of the school as soon as possible.

4. Principles for investigation

When investigating a complaint, we will try to clarify:

- What has happened
- Who was involved
- What the complainant feels would put things right.

We also intend to address complaints as quickly as possible. To achieve this, realistic and reasonable time limits will be set for each action within each stage.

Where further investigations are necessary, new time limits will be set, and the complainant will be sent details of the new deadline with an explanation for the delay.

The school expects that complaints will be made as soon as possible after an incident arises and no later than 3 months afterwards. We will consider exceptions to this time frame in circumstances where there were valid reasons for not making a complaint at that time and the complaint can still be investigated in a fair manner for all involved.

The school reserves the right to appropriately adapt any aspect of this Complaints Procedure. If this is necessary during the course of any complaint, then the school shall give reasons for any such adaptation.

4.1 Complaints about our fulfilment of early years' requirements

We will investigate all written complaints relating to the school's fulfilment of the Early Years Foundation Stage requirements and notify the complainant of the outcome within 28 school days** of receiving the complaint. The school will keep a record of the complaint (see section 9) and make this available to Ofsted on request.

*** school days refer to the school days as published on the school website*

Parents and carers can notify Ofsted if they believe that the school is not meeting Early Years Foundation Stage requirements, by calling 0300 123 4234 or 0300 123 4666, or by emailing enquiries@ofsted.gov.uk. An online contact form is also available at <https://www.gov.uk/government/organisations/ofsted#org-contacts>.

We will notify parents and carers if we become aware that the school is to be inspected by Ofsted. We will also supply a copy of the inspection report to parents and carers of children attending the setting on a regular basis.

5. Stages of complaint (not complaints against the Head or a Governor)

Stage 1: informal

The school will take informal concerns seriously and make every effort to resolve the matter quickly. It may be the case that the provision or clarification of information will resolve the issue.

The complainant should raise the complaint as soon as possible with the relevant member of staff either in person or by letter, telephone or email. Please note that responses to emails will be made within 72 hours. If the complainant is unclear who to contact or how to contact them, they should contact the school office, or use the information in Appendix 1 as guidance.

The school will acknowledge informal complaints within 5 school days and investigate and provide a response within 14 school days.

The informal stage will involve a meeting between the complainant and the relevant member of staff and/or the subject of the complaint.

If no satisfactory solution has been found, the complainant may wish to raise the complaint with the Head under the Formal Stage of the Complaints Procedure.

Stage 2: formal

If the complaint is not resolved at the informal stage, the complainant may choose to put the complaint in writing and pass it to the Head, who will be responsible for ensuring that it is investigated appropriately. If the complaint is about the Head, it should be passed to the Executive Head Teacher for the school. A complaint form (Appendix 3) is provided to assist with the writing of the complaint.

The Head will acknowledge the complaint in writing within 3 working days of receiving the written complaint.

The Head will provide an opportunity for the complainant to meet them in order to clarify the concerns raised and explore the possibility of an informal resolution.

It is possible that the complaint will be resolved through this meeting. If not, the Head will arrange for the matter to be fully investigated, including interviewing witnesses and taking statements from those involved. The complainant will be informed how the school intends to proceed with the complaint, including an indication of the anticipated timescale.

The investigation will begin as soon as possible, and the Head will keep written records of meetings, telephone conversations and other documentation.

As soon as all the relevant facts have been established, the Head will arrange a feedback meeting/produce a written response to the complaint (where possible within 10 school days). The written response will include a full explanation of the decision and the reasons for it. Where appropriate, this includes what action the school will take to resolve the complaint.

If a complaint is against the action of a Head, or if the Head has been closely involved at Stage 1, the Executive Head Teacher should carry out all of the Stage 2 procedures (see section 6).

If no satisfactory solution has been found, the complainant may wish to raise the complaint with the Chair of Governors under the Formal Stage of the Complaints Procedure.

Stage 3: formal

Stage 3 involves the complainant putting the complaint into writing to the Chair of the Regional/Local Governing Board. This letter should provide details such as relevant dates, times and the names of witnesses of events, alongside copies of any relevant documents. The complainant should also state what they feel would resolve the complaint.

The Chair (or other person appointed by the Chair for this purpose) will then conduct their own investigation into how the complaint has been handled by the school. The written conclusion of this investigation will be sent to the complainant within 14 school days.

If the complainant is not satisfied with the response and wishes to proceed to the next stage of this procedure, they should inform the Chair of the Regional/Local Governing Board in writing within 5 school days.

Where a complaint has been raised by a parent/carer of a child with SEND, the parent/carer, as well as the investigating Governor and any convened panel, will have complete copies of that child's additional (both

internal and external) provision, as outlined in the provision mapping, and any evaluation(s) that has been carried out in relation to the progress of that provision.

Stage 4: review panel

Complaints will be escalated to the panel hearing stage if the complainant is not satisfied with the response to the complaint at the second, formal, stage.

The panel will be appointed on behalf of the school and will consist of 3 Governors of the Woodland Academy Trust, who are independent of the management and running of the school and who are not directly involved in the matters detailed in the complaint.

The panel will have access to the existing record of the complaint's progress (see section 9).

The complainant must have reasonable notice of the date of the review panel; however, the review panel reserves the right to convene at their convenience rather than that of the complainant. At the review panel meeting, the complainant and representatives from the school, as appropriate, will be present. Each will have an opportunity to set out written or oral submissions prior to the meeting.

The complainant must be allowed to attend the panel hearing and be accompanied if they wish.

At the meeting, each individual will have the opportunity to give statements and present their evidence, and witnesses will be called, as appropriate, to present their evidence.

The panel, the complainant and the school representative(s) will be given the chance to ask and reply to questions. Once the complainant and school representative(s) have presented their cases they will be asked to leave. The evidence will then be considered.

The panel must then put together its findings and recommendations from the case. The panel will also provide a copy of the findings and recommendations to the complainant and, where relevant, the individual who is the subject of the complaint, and make a copy available for inspection by the Head.

The panel will inform those involved of the decision in writing within 10 school days.

6. Complaints against the Head or a Governor

Complaints made against the Head should be directed to the Executive Head Teacher for the school. If the complaint is about the Executive Head, it should be directed to the Chair of the Regional/Local Governing Body.

Where a complaint is against the Chair of the Regional/Local Governing or any other Governor, it should be made in writing to the Clerk to the Regional/Local Governing Body in the first instance. This complaint will be investigated by the Chair of the Board of Trustees (or other person appointed by the Chair for this purpose) with the timescales as laid out under Stage 2.

7. Referring complaints on completion of the school's procedure

If the complainant is unsatisfied with the outcome of the school's complaints procedure, they can refer their complaint to the ESFA. The ESFA will check whether the complaint has been dealt with properly by the school. The ESFA will not overturn a school's decision about a complaint. However, it will check:

- Whether there was undue delay, or the school did not comply with its own Complaints Procedure
- Whether the school was in breach of its funding agreement with the secretary of state
- Whether the school has failed to comply with any other legal obligation

If the school did not deal with the complaint properly, it will be asked to reinvestigate the complaint. If the school's complaints procedure is found to not meet regulations, the school will be asked to correct its procedure accordingly.

For more information or to refer a complaint, see the following webpage:

<https://www.gov.uk/complain-about-school>.

8. Persistent complaints

Where a complainant tries to re-open the issue with the school after the complaints procedure has been fully exhausted and the school has done everything it reasonably can in response to the complaint, the Chair of the Regional/Local Governing Board (or other appropriate person in the case of a complaint about the Chair) will inform the complainant that the matter is closed.

If the complainant subsequently contacts the school again about the same issue, the school can choose not to respond. The normal circumstance in which we will not respond is if:

- The school has taken every reasonable step to address the complainant's needs, *and*
- The complainant has been given a clear statement of the school's position and their options (if any), *and*
- The complainant is contacting the school repeatedly but making substantially the same points each time

However, this list is not intended to be exhaustive.

The school will be most likely to choose not to respond if:

- We have reason to believe the individual is contacting the school with the intention of causing disruption or inconvenience, and/or
- The individual's letters/emails/telephone calls are often or always abusive or aggressive, and/or
- The individual makes insulting personal comments about, or threats towards, school staff

Unreasonable behaviour which is abusive, offensive or threatening may constitute an unreasonably persistent complaint.

Once the school has decided that it is appropriate to stop responding, the complainant will be informed in writing, either by letter or email.

The school will ensure when making this decision that complainants making any new complaint are heard, and that the school acts reasonably.

9. Record-keeping

The school will record the progress of all complaints, including information about actions taken at all stages, the stage at which the complaint was resolved and the final outcome. The records will also include copies of letters and emails, and notes relating to meetings and phone calls. A meeting record form (Appendix 2) should be completed at each meeting and uploaded to CPOMs.

This material will be treated as confidential and held centrally and will be viewed only by those involved in investigating the complaint or on the review panel.

This is except where the Secretary of State (or someone acting on their behalf) or the complainant requests access to records of a complaint through a Freedom of information (FOI) request or under the terms of the Data Protection Act, or where the material must be made available during a school inspection.

Records of complaints will be kept for seven years.

The details of the complaint, including the names of individuals involved, will not be shared with the whole Regional/Local Governing Board in case a review panel needs to be organised at a later point.

Where the Regional/Local Governing Board is aware of the substance of the complaint before the review panel stage, the school will (where reasonably practicable) arrange for an independent panel to hear the complaint.

Complainants also have the right to request an independent panel if they believe there is likely to be bias in the proceedings. The decision to approve this request is made by the governing body, who will not unreasonably withhold consent.

10. Learning lessons

The Regional/Local Governing Board will review any underlying issues raised by complaints with the Head, where appropriate, and respecting confidentiality, to determine whether there are any improvements that the school can make to its procedures or practice to help prevent similar events in the future.

11. Monitoring arrangements

The Regional/Local Governing Board will monitor the effectiveness of the complaints procedure in ensuring that complaints are handled properly and will track the number and nature of complaints, and review underlying issues as stated in section 10.

The complaints records are logged and managed by:

Stages 1 and 2: School Business Manager

Stages 3 and 4: Clerk to the Regional/Local Governing Board.

12. Links with other policies and procedures

Policies and procedures dealing with other forms of complaints include:

- Child Protection and Safeguarding Policy and Procedures
- Admissions Arrangements
- Behaviour Policy
- Staff Grievance Policy
- Staff Disciplinary Policy
- SEND Policy and Information Report

Appendix 1

Nature of Complaint	Appropriate Person to Receive Initial Contact
After school club provision	Deputy Head Teacher (curriculum)
Allegation about capability of a member of staff	Deputy Head Teacher (curriculum) or Executive Head Teacher (if allegation against Head)
Allegation about conduct of a member of staff	Deputy Head Teacher (curriculum)
Allegation of verbal or physical assault by employee on pupil	Deputy Head Teacher (inclusion) (Designated Safeguarding Lead)
Concern about provision of facilities or services by the school	School Business Manager
Conduct of another pupil (e.g. bullying)	Deputy Head Teacher (inclusion)
Content of/failure to maintain a statement of SEND	SENDCo
Discipline of pupil	Deputy Head Teacher (inclusion)
Early years provision	Early years lead
Failure to provide NC entitlement or appropriate curriculum	Deputy Head Teacher (curriculum)
Issues relating to the Executive Head Teacher	Chair of Governors
Issues relating to the Head	Executive Head Teacher
Safeguarding concerns	Deputy Head Teacher (inclusion) (Designated Safeguarding Lead)

Appendix 2

Record of Meeting

Date of meeting	
Attendees School Staff (Name and Role)	
Is this meeting being held to fulfil stage 1 of the Complaints Procedure? If so, what was the date the concern was first raised and how? i.e. letter, telephone or email.	
1. What are the details of the concern?	
2. Who was involved?	
3. What does the parent want the outcome to be?	
Actions for the school arising from the meeting	
Actions for the parent(s)/pupil arising from the meeting	
Is a follow-up meeting arranged, if necessary?	
Any other information to note	
Signature of Parent to confirm having received these minutes	
Full name, role and signature of member of staff confirming the accuracy of the minutes	

Appendix 3

Formal Complaint

This form enables you to access formal stage 2 and above of the Woodland Academy Trust Complaints Procedure. Please note that any information provided in this document may be shared with such persons as is necessary for the purposes of resolving a complaint in accordance with the Complaints Procedure.

You should return the form within 5 working days of the informal discussion between yourself (the complainant) and the relevant member of staff.

Name of complainant	Mr / Mrs / Miss / Ms
Address	
Telephone numbers Daytime and mobile	
Name of School	
Child's name	
Child's class	

I have discussed my concern with the class teacher and/or senior leader	Yes	No
I have discussed my concern with the Head Teacher	Yes	No
Date of meeting with the Head Teacher		

Please describe your complaint

Please explain why you feel the Stage 1 process has not resolved your complaint to your satisfaction.

What would you like the outcome to be?
