



## **SPRINGFIELD SCHOOL**

### **Complaints Procedure**

The staff and governors at Springfield School make every effort to address concerns at an early stage. The school operates an open door policy and encourages parents to discuss any concerns with class teachers, or an appropriate member of the school staff at the earliest opportunity.

The staff and governors recognise that sometimes however parents may wish to make a more formal complaint and they have therefore adopted the following procedure.

#### **Dealing with concerns at the earliest opportunity**

If parents, pupils or members of the public have concerns they should:

1. discuss their concerns with the member of staff most directly involved *and, if not satisfied;*
2. discuss their concerns with the headteacher.

**Only where both avenues have been tried and found unsatisfactory should the complainant take a complaint to the Governing Body.**

#### **Principles informing our complaints procedure**

This procedure is designed to:

- 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
- allow a mediation process
- allow for a hearing of a panel of Governors
- respect confidentiality
- address all points of issue, provide an effective response and appropriate redress where necessary
- provide information to the school so that services can be improved

#### **Making a Complaint to the Governing Body**

Where informal attempts have been unsuccessful in resolving a complaint, the complainant should write to the Clerk to the Governing Body at the school address. The envelope should be marked 'FOR IMMEDIATE ACTION'.

The complainant will be asked to complete a complaint form (Annex 1) if they have not already done so. A member of staff or the Clerk will offer to help an individual complete the form if appropriate

On receipt of the complaint form the Chair of Governors (or other governor) will:

- clarify the nature of the complaint and what remains unresolved;
- clarify what the complainant feels would put things right.

At this point the Chair of governors will decide whether the complaint should go straight to the governors' complaints panel or whether a mediation stage should be offered. Mediation can only proceed if both the complainant and the headteacher are willing for it to be tried.

If mediation is not agreed, or is not successful, the complaint will be considered by the governors' complaints panel.

### **Governors' Complaints Panel**

- The clerk of governors will inform the governing body that a complaint has been received and that it has been passed to the panel to deal with. No further information about the complaint will be shared with other governors.
- The hearing must be independent and impartial and be 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.
- The aim of the hearing, which will be held in private, will always be to resolve the complaint and achieve reconciliation between the school and the complainant
- The complainant may bring a 'friend' to the Governor Complaints Panel meeting.
- Evidence should be provided to the hearing in writing, the attendance of witnesses is not encouraged.
- The clerk is responsible for obtaining papers setting out the case from both sides, with any supporting evidence. These should be copied and sent to panel members, parent(s) and the headteacher at least five working days before the hearing. This ensures that everyone has ample time to read and understand the papers.
- The Chair of the Panel will be nominated by the Chair of Governors and is responsible for ensuring that both complainant and headteacher are given a fair hearing.

**The complaints 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 problems of a similar nature do not recur.

**It may:**

- consider and, if appropriate, criticise the way in which an operational decision was communicated - **but it cannot overturn the decision itself;**

- consider the thoroughness with which the headteacher investigated a complaint about a member of staff - **but cannot expect the headteacher to provide details about confidential discussions with that staff member;**
- consider the manner in which a complaint about any decision was addressed - **but cannot expect the headteacher to change the decision;**
- consider and, if appropriate, identify limitations in a policy or procedures - **but cannot make or improve policy.** (It can, however, recommend that the policy be reviewed by the governing body to ensure that problems of a similar nature do not recur, and individual panel members can subsequently play their part in improving the policy.)
- consider whether it should recommend that the governing body offer appropriate redress.

## Format of a Panel Hearing

1. Complainant and headteacher will enter the room where the hearing is taking place together.
2. The chair will introduce the panel members and the clerk and outline the process.
3. The complainant is invited to explain the complaint.
4. The headteacher may question the complainant.
5. The panel will question the complainant.
6. The headteacher is then invited to explain the school's actions.
7. The complainant may question the headteacher.
8. The panel will question the headteacher.
9. The complainant is then invited to sum up their complaint.
10. The headteacher is then invited to sum up the school's actions and response to the complaint.
11. The chair explains that both parties will hear from the panel within five working days.
12. The chair checks that both parties have said all they wanted to say and that they feel they have had a fair hearing. If either party says 'no' the chair should attempt to rectify that before the hearing ends.
13. Both parties leave together while the panel decides on the issues.
14. The clerk will remain with the panel.

## Notes

The panel may ask questions at any point if an immediate question will help to clarify a point.

The headteacher must have no contact with members of the governors' complaints panel except when the complainant is present. This means that the headteacher and complainant must enter and leave the room where the hearing is held together.

The chair of the panel should discourage the introduction of fresh documentary evidence at the hearing; there should be every encouragement to produce the evidence in advance so that both sides have time to study it. However, if new and relevant evidence is accepted by the chair, the chair will adjourn the hearing for a few minutes to allow everyone to read the document. Both parties must leave the hearing room during the adjournment.

### **The decision letter**

The clerk will ensure that s/he has clear wording stating the panel decision about each of the issues that the panel considered before the panel is allowed to finish.

The clerk will ensure that the letter reaches the complainant and the headteacher within five working days of the hearing.

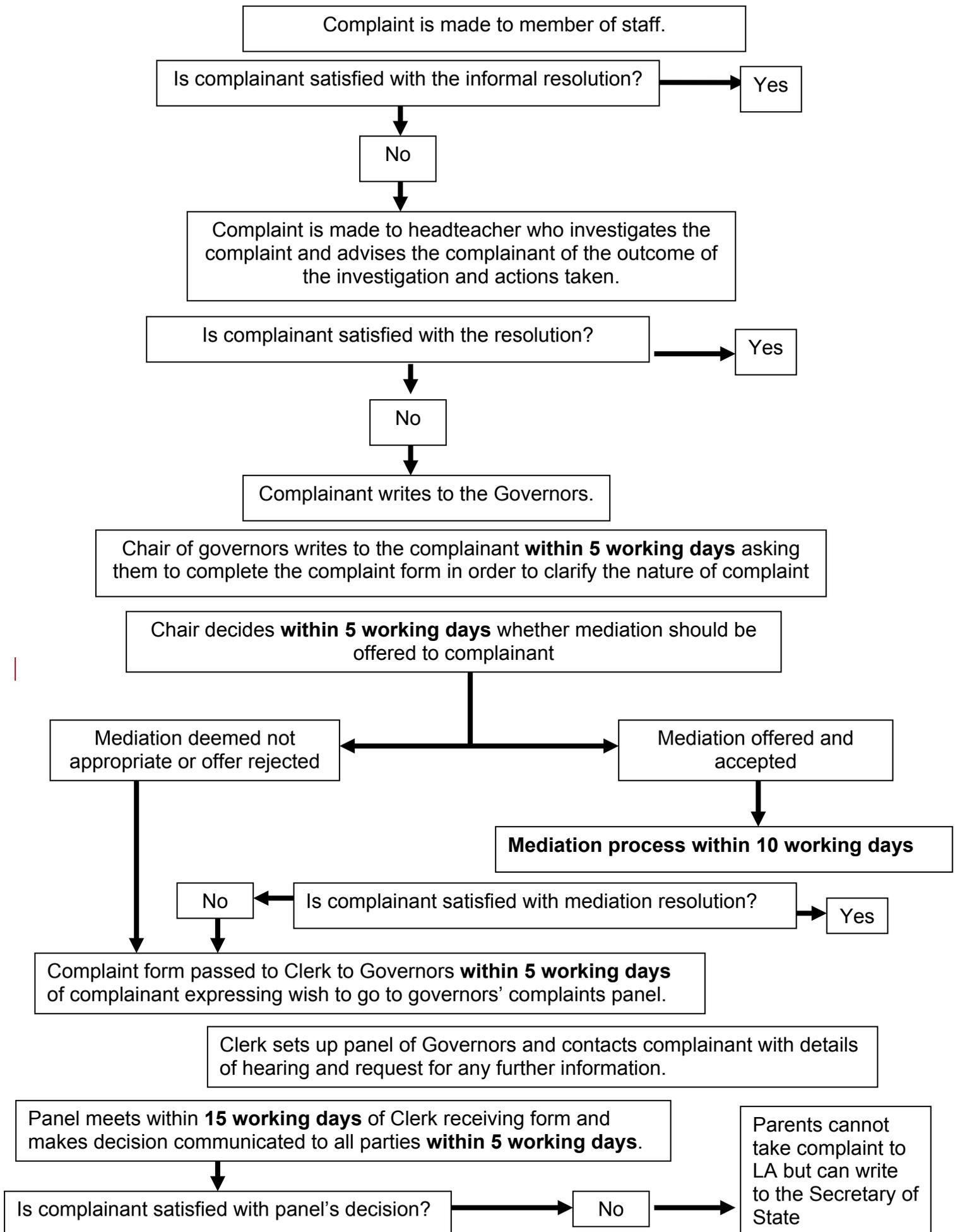
### **Can I take my complaint further?**

You **cannot** take your complaint to the Local Authority. The LA cannot investigate school matters on a parent's behalf nor can it review how the school has dealt with your complaint.

However, if you feel that the school has acted unreasonably or not followed the correct procedures, you can write to the Secretary of State for Education

<http://www.education.gov.uk/help/contactus/dfes>

The flowchart overleaf summarises the complaints process.



## Annex 1 Complaint form

A member of school staff or the Clerk to the Governors can give help completing this form.

If it is appropriate for a member of staff to look into this complaint, it should be returned to the headteacher. If it is appropriate that it should be dealt with by the governing body, it should be returned to the Clerk to the Governors at the school.

### Complaint form

Please complete and return to the Clerk to the Governors who will acknowledge receipt and explain what action will be taken.

Your name: .....

Address: .....

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Postcode: .....

Daytime telephone number: .....

Evening telephone number: .....

If applicable, name of child(ren) at school: .....

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?)

*Continued overleaf*

Your relationship to the school, e.g. parent, carer, neighbour, member of public:

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

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

Signature: .....

Date: .....

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**Official Use:**

Date of acknowledgement sent: .....

By Whom: .....

Complaint referred to: .....

Date: .....