



**Portrush Primary School  
Complaints Policy  
March 2016**

## Portrush PS Complaints Policy March 2015

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### 1. SCOPE OF COMPLAINTS PROCEDURE

The Board of Governors together with the Principal set the direction and tone of the school in all that they do and are committed to working with parents in the best interests of their children's education. The purpose of the Complaints Procedure is to address complaints raised by parents/guardians.

1.1 The procedure covers all matters relating to the actions of staff employed in the school and the application of school procedures, where they affect individual pupils. However, schools need to be clear about the difference between a concern and a complaint. Taking informal concerns seriously at the earliest possible stage will reduce the numbers that develop into formal complaints.

1.2 Where it becomes evident at an early stage that a matter should be dealt with according to other established procedures or appeals mechanisms, this Complaints Procedure will be set aside in favour of the agreed procedure such as Child Protection, Special Education, Admissions, Suspensions and Expulsions, Grievance, Discipline, Bullying and Harassment or Unsatisfactory Teaching Procedure.

1.3 The school will not deal with anonymous complaints (except for those concerning child protection matters) and therefore these procedures do not provide for a resolution of anonymous complaints.

To allow for 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 normally be considered, save in exceptional circumstances. If a complaint is brought to the attention of an individual member of the Board of Governors. She/he should make sure that the complaint is dealt with under the correct complaints procedure adopted by the school.

### 2. AIMS

2.1 In operating this Complaints Procedure we aim to:

- encourage resolution of problems by informal means wherever possible;
- allow swift handling of a complaint within established time-limits for action and keeping

- people informed of progress;
- keep people informed of progress;
- ensure a full and fair investigation;
- have due regard for the rights and responsibilities of all parties involved;
- respect confidentiality;
- address all the points at issue and provide an effective response and appropriate redress, where necessary; and
- provide information to the school's Senior Management Team and Board of Governors so that services can be improved.

**2.2** The procedures are designed to be:

- easily accessible and publicised. A copy of the procedures will be placed on the school's website or available on request from the school;
- simple to understand and use;
- impartial; and
- non-adversarial.

### **3. WHAT TO EXPECT UNDER THESE PROCEDURES**

#### **3.1 Your rights as a person making a complaint**

In dealing with your complaint we will ensure that you receive:

- fair treatment;
- courtesy;
- a timely response;
- accurate advice;
- respect for your privacy - complaints will be treated as confidentially as possible allowing for the possibility that we may have to consult with other appropriate parties about your complaint; *and*
- reasons for our decisions.

Where the complaint is justified we will acknowledge this and address the complaint you have raised. If, after investigation, it is judged there are no grounds for your complaint, you will be advised accordingly.

#### **3.2 Your responsibilities as a person making a complaint**

In making your complaint we would expect that you:

- raise issues in a timely manner;
- treat our staff with respect and courtesy;
- provide accurate and concise information in relation to the issues you raise; and
- use these procedures fully and engage in them at the appropriate levels.

#### **3.3 Rights of parties involved during the investigation**

The process is non-adversarial and does not provide a role for any other statutory or non-statutory body.

##### **Complainant**

The complainant may be accompanied by another person where it is accepted, by the Principal and Board of Governors, that this will assist the investigation and resolution of the complaint.

##### **Staff**

Staff may seek the advice and support from their professional body or trade

union and may also be accompanied by another person where it is accepted, by the Principal and Board of Governors, that this will assist the investigation and resolution of the complaint. A member of staff who is directly referred to in a complaint will be provided with a written copy of the complaint and details of any information brought by the complainant before being required to respond to the matters raised.

### **Legal Representation**

Legal representation or representation by person(s) acting in a professional capacity is **not** permitted within this procedure. This procedure does not take away from the statutory rights of any of the participants.

### **3.4 Where the complainant is a Governor**

Where the complainant is a member of the Board of Governors, they will play no part in the management or appeal of the complaint as set out in this procedure.

## **4. WHO WILL DEAL WITH YOUR COMPLAINT?**

At the informal stage your complaint should be raised and dealt with by the teacher concerned. If you proceed to the formal part of the process, the Principal will assume responsibility for the process, unless s/he is the subject of the complaint, in which case the Chair of the Board of Governors will assume responsibility. Governors approached by a complainant should refer him/her to the Principal or the Chairperson as indicated in the following stages of the procedure. Should it be necessary, the Board of Governors will be responsible for establishing a Complaints Sub-Committee to investigate and resolve the matter.

## **5. MAKING A COMPLAINT**

### **5.1 Informal Stage**

#### **Step 1 - Speaking with the Teacher concerned**

In the first instance a complaint should normally be raised verbally with the teacher concerned (whether that be a classroom teacher, Vice-Principal or Principal), so that s/he may have an opportunity to address the issue(s). Please observe the school's existing protocols for arranging and conducting such meetings and follow the school's policy with respect to access to members of teaching staff.

This approach would not prevent you from choosing to enter the formal process at a later stage, if you believe that to be an appropriate course of action.

If the complaint does not relate to a teacher in the school, it should be referred to the Principal.

#### **Step 2 - Contact the Principal if your complaint is against a member of staff other than the Principal**

If your complaint remains unresolved following Step 1 you should arrange a meeting with the Principal to discuss the issue(s). In advance of this meeting you should inform the Principal in writing, of the nature of your complaint so that s/he may be in a position to resolve the problem without further delay.

In some circumstances the Principal may not be able to deal effectively with your complaint immediately and s/he may require some time to investigate and prepare a response. If further time is required you will be informed of the timescale and the likely date by which a response will be issued.

#### **Step 2 - Contact the Chair of the Board of Governors if your complaint is against the Principal**

If your complaint remains unresolved following Step 1 you should write to the

Chair of the Board of Governors. Step 4 of the procedure will then commence.

## **5.2 Formal Stage**

### **Step 3 - Writing to the Principal if your complaint is against a member of staff other than the Principal.**

Sometimes it will not be possible for you to have your complaint resolved through the informal processes proposed at Steps 1 and 2, or indeed it might be more appropriate to initiate the procedures at Step 3. You should write to the Principal, and state the grounds for your complaint as concisely as possible addressing specifically the issue(s) that are of concern to you. You will receive a written acknowledgement of your letter within 10 working days.

This will confirm that your letter has been received, and either:

- provide a response to the issue(s) you raised; or
- state that your complaint is being investigated and indicate when you can expect a response to be issued (normally a maximum of 20 working days from the date on which your letter was received). The investigation may require you to meet the Principal and due notification will be given of such meetings. The Principal may also talk to the parties relevant to the complaint.

The Principal 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 conducted, 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 the 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 the appropriate procedures are being followed which are strictly confidential.

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

### **5.3 Step 4 - Writing to Chairperson of the Board of Governors**

If you believe that your complaint has not been dealt with in a satisfactory manner following the completion of steps 1 - 3, or if your complaint concerns the Principal, you should write to the Chair of Board of Governors, including, if applicable, copies of the original correspondence relating to Step 3. The Chairperson will be responsible for referring your complaint to a Complaints Sub-Committee of the Board of Governors, which will investigate and respond to your complaint. The Complaints Sub-Committee will have a minimum of 3 voting members.

Your written complaint should be as concise as possible and address specifically the issue or issues that are of concern to you. You will receive a written acknowledgement of your letter within 10 working days. This will confirm that your letter has been received, and;

- provide a response to the issue(s) you raised;
- or
- state that your complaint is being fully investigated and indicate when you can expect a response to be issued (normally a maximum of 25 working days from the date on which your written complaint was received).

The investigation may require you to meet the Complaints Sub-Committee of the Board of Governors and due notification will be given of such meetings. The Complaints Sub-Committee of the Board of Governors may also talk to the parties relevant to the complaint.

#### **5.4 Step 5 - Appeals Process - Appeals Sub-Committee of the Board of Governors**

If you are dissatisfied with the decision of the Board of Governors Sub Committee you may write to the Chairperson of the Board of Governors within 10 working days of receiving written feedback from the Complaints Sub-Committee, appealing their decision. Your written request should be as concise as possible and set out specifically the grounds for your appeal.

The Chairperson will be responsible for establishing an Appeals Sub-Committee comprising of at least three members of the Board of Governors who were not involved in the original investigation. You will be invited to a meeting of the Appeals Sub-Committee where your appeal will be heard.

You will receive a written acknowledgement of your letter within 10 working days. This will confirm that your letter has been received and provide you with the date and time of the meeting with the Appeals Sub-Committee at which you will have an opportunity to explain the grounds for your appeal. This meeting will normally take place within 30 working days of your appeal request having been received.

Within 10 working days of this meeting, you should expect a final written response. This will indicate the Governors' findings, their recommendations and the reasons supporting their decisions. The complainant, and the Principal or Chair, 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 Board of Governors will take steps to prevent a recurrence or to rectify the situation ( where this is practicable)

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.

**The decision of the Appeals Sub-Committee is final. At the end of the process the Chairperson will inform you, in writing, that the Complaints Procedure has been exhausted and that the matter is considered closed.**

## **6. RECORD KEEPING**

The Principal and Chairperson of the Board of Governors shall maintain a record of all correspondence, conversations and meetings concerning your complaint. These records shall be held confidentially in the school and shall be kept apart from pupil records. All such records will be destroyed three years after the date of the last correspondence on the issue.

## **7. MALICIOUS OR VEXATIOUS COMPLAINTS**

Where a Board of Governors consider the actions of a parent/group of parents to constitute frivolous or vexatious behaviour, they will seek advice from the relevant Employing Authority in order to protect staff from further such actions.

# PARENTAL COMPLAINTS PROCEDURE FLOW CHART

## (With timescale for responses)

