



## **COMPLAINTS PROCEDURE**

### **1 STAGE ONE: INITIAL FEEDBACK (OR COMPLAINT) TO SCHOOL – COMPLAINT HEARD BY A MEMBER OF STAFF**

- 1.1 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. To that end, if staff are made aware of the procedure, they know what to do when they receive a complaint.
- 1.2 This procedure should be used by any persons who wish to raise a complaint with the school including parents of children not attending Redland Green School (except in relation to admission appeals which are managed by Bristol City Council), visitors or neighbours of the school. Complaints against sub-contractors are to be addressed through their own policies/procedures. Staff grievances will be addressed through the school's Grievance Procedure.
- 1.3 A summary of the school's Communications & Complaints Procedure is attached as Appendix 1 and is also available from the school's website and upon request from reception together with a copy of this procedure.
- 1.4 Details of the timeframes to be followed at each stage of the procedure are included within the summary document. However, in exceptional circumstances, a longer timeframe may be needed to carry out a thorough investigation of the complaint. If this is the case, the Complainant will be advised of the anticipated timeframe required and an explanation for the delay.
- 1.5 The Governing Body reserves the right to reject complaints raised more than 12 months after an incident occurs due to the difficulty in being able to carry out a thorough investigation.
- 1.6 Parents of Redland Green School students who wish to provide feedback to the school or raise a complaint should, in the first instance, arrange an appointment to speak to a member of staff face-to-face or by phone. Parents should identify the most appropriate person to contact using the school's "Who to contact" document at <http://www.redlandgreen.bristol.sch.uk/ParentCarerInfo/FAQ/index.asp?PCID> and email them at [info@redlandgreen.bristol.sch.uk](mailto:info@redlandgreen.bristol.sch.uk) to make an appointment. The school also has a 'Strategic Leadership Team (SLT) Drop-in Time' on Friday afternoons from 3.30-4.00pm when parents can meet with a member of the SLT without an appointment.
- 1.7 All other persons who wish to provide feedback to the school or raise a complaint should, in the first instance, email the Clerk to the Governing Body at [ejahn@redlandgreen.bristol.sch.uk](mailto:ejahn@redlandgreen.bristol.sch.uk) who will forward the email to the most appropriate person.
- 1.8 It would assist the procedure if the school respected the views of a Complainant who indicates that he/she would have difficulty discussing a complaint with a particular member of staff. In these cases, the Complainant can be referred to another staff member. Where the complaint concerns the Headteacher, the Complainant can be referred to the Chair of Governors c/o the Clerk to the Governing Body.
- 1.9 Similarly, if the member of staff directly involved feels too compromised to deal with a complaint, the Complainant can be referred 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.
- 1.10 Where the first approach is made to a Governor, the next step would be to refer the Complainant to the Clerk to the Governing Body and advise them about the procedure. It would be useful if Governors did 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.

- 1.11 Complainants will be provided with written responses where appropriate and if requested.
- 1.12 Inappropriate language as well as behaviour by complainants (eg are malicious (that is, they are instituted without sufficient grounds and serving only to cause annoyance), the use of obscenities, racist or homophobic language or personally offensive remarks about members of staff) will be treated as unacceptable and in such instances the school reserves the right not to consider such complaints or they may have to be re-submitted.
- 1.13 If a Complainant wishes to escalate their complaint to Stage Two of this procedure, a complaints form (Appendix 2) must be completed and submitted with the accompanying correspondence. Should a form not be submitted, the Complainant will be asked to complete the form although it must be noted that this might result in a delay in the process.

## **2 STAGE TWO: COMPLAINT HEARD BY HEADTEACHER**

- 2.1 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. Should this be the case, the Complainant should write to the Headteacher c/o the Clerk to the Governing Body, requesting that the complaint moves to Stage Two of the procedure.
- 2.2 The Headteacher will investigate the complaint and provide a written response in line with the timeframe set out in the school's Communications & Complaints Procedure (Appendix 1).
- 2.3 The Headteacher may delegate the task of collating the information to another staff member but not the decision on the response/action to be taken.

## **3 STAGE THREE: COMPLAINT HEARD BY GOVERNING BODY'S COMPLAINTS APPEAL PANEL**

- 3.1 The Complainant needs to write to the Chair of Governors c/o the Clerk to the Governing Body, giving details of the complaint. The Chair, or a nominated Governor, will advise the Clerk to convene a Governing Body Complaints Appeal Panel.
- 3.2 The Governors' appeal hearing is the last school-based stage of the complaints process, and is not convened to merely rubber-stamp previous decisions.
- 3.3 Individual complaints will not be heard by the whole Governing Body 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; this is also necessary to maintain impartiality for other Governors if they are required for a Stage Three Appeal Hearing.
- 3.4 The procedure adopted by the Panel for hearing appeals is outlined in Appendix 3. The Panel will consist of 3 people not directly involved in the matters detailed in the complaint, one of whom will be independent of the management and running of the school. The Clerk will identify suitably independent individuals who can fulfil the role and responsibility of being the independent member. The Panel may choose their own Chair.

### **3.5 THE REMIT OF THE GOVERNING BODY'S 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

3.6 There are several points which any person sitting on a Complaints Appeal 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 person 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, the Clerk needs to try and ensure that it is a cross-section of the categories of Governor, where appropriate, 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 persons sitting on the Panel need to be aware of this Complaints Procedure.

## **4 ROLES AND RESPONSIBILITIES**

### **4.1 THE ROLE OF THE CLERK**

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
- Ensure that witness statements are signed and dated
- Meet and welcome the parties as they arrive at the hearing
- Record the proceedings
- Notify all parties of the Panel's decision

### **4.2 THE ROLE OF THE CHAIR OF THE GOVERNING BODY OR THE NOMINATED GOVERNOR**

The Chair or nominated Governor's role is to:

- Check that the correct procedure has been followed
- If a hearing is appropriate, notify the Clerk to convene the Panel

### **4.3 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

## **5 NOTIFICATION OF THE PANEL'S DECISION**

5.1 The Clerk to the Complaints Appeal Panel will ensure that the Complainant is notified of the Panel's decision, in writing, with the Panel's response, within 10 working days of the hearing. The letter will explain if there are any further rights of appeal and, if so, to whom they need to be addressed.

## **6 VEXATIOUS COMPLAINTS**

6.1 If properly followed, the Complaints Procedure should limit the number of complaints that become protracted. However, there will be occasions when, despite all stages of school's internal complaint process having been followed, the Complainant remains dissatisfied. If the Complainant tries to reopen the same issue, the Chair of the Governing Body will inform the Complainant in writing that the hearing at Stage Three concluded the school's internal complaint process and that the matter is now closed subject to the Complainant's right to appeal to the Secretary of State for Education.

## **7 STAGE FOUR: RIGHT OF APPEAL TO THE SECRETARY OF STATE FOR EDUCATION**

7.1 Any complainant dissatisfied with the Governors' Complaints Appeal Panel's response to their complaint can bring the matter to the Secretary of State for Education. Further details can be found at <https://www.gov.uk/complain-about-school>.

Agreed by Staff	Agreed by Pupils	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
N/A	N/A	19 JUL 2005	3 YEARS	01 OCT 2007	22 JUL 2008	15 SEP 2011	10 JUL 2013
Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
13 OCT 2015							

## **APPENDIX 1 – COMMUNICATIONS & COMPLAINTS PROCEDURE SUMMARY**



### **Communications and Complaints Procedure Summary & Timeline**

We welcome all feedback that helps us to improve our school and take all complaints seriously.

#### **Stage 1: Initial Feedback (or Complaint) to School**

**Parents of Redland Green School students should arrange an appointment to speak to us face-to-face or by phone.** We will always do our best to meet with parents as soon as possible.

First, identify the most appropriate person to contact using our “Who to contact” document at <http://www.redlandgreen.bristol.sch.uk/ParentCarerInfo/FAQ/index.asp?PCID> and email them at [info@redlandgreen.bristol.sch.uk](mailto:info@redlandgreen.bristol.sch.uk) to make an appointment with the relevant member of staff.

#### **‘Drop-in’ time to meet a Senior Leadership Team (SLT) member**

We also have ‘SLT Drop-in Time’ on Friday afternoons from 3.30-4.00pm when you can meet with a member of the SLT without an appointment.

**Any other persons wishing to provide feedback or raise a complaint should email the Clerk to the Governing Body at [ejahn@redlandgreen.bristol.sch.uk](mailto:ejahn@redlandgreen.bristol.sch.uk).**

Verbal or written feedback/complaint acknowledged within 1 working day.

We aim to resolve most concerns at this stage, offering our initial response within 3 working days. However, in more complex cases we will arrange a meeting, phone call or written response within 10 working days by Head of House, Curriculum/Subject Team Leader, Assistant Headteacher or Deputy Headteacher.

The school will inform the complainant as soon as practical should a longer timeframe be required.

#### **Stage 2: Complaint Heard by Headteacher**

Complainant is required to complete a Complaints Form and submit it to the school c/o the Clerk to the Governing Body at [ejahn@redlandgreen.bristol.sch.uk](mailto:ejahn@redlandgreen.bristol.sch.uk).

Written complaint acknowledged within 1 working day.

If the matter has not been resolved at Stage 1, we will arrange a meeting with the Headteacher for further investigation within 10 working days followed by a verbal or written response within 10 working days.

If the complaint is about the Headteacher, the matter should be referred to the Chair of Governors c/o the Clerk to the Governing Body at [ejahn@redlandgreen.bristol.sch.uk](mailto:ejahn@redlandgreen.bristol.sch.uk). The Chair of Governors will arrange a meeting with the complainant for further investigation within 10 working days followed by a verbal or written response within 10 working days.

The Headteacher/Chair will inform the complainant as soon as practical should a longer timeframe be required.

#### **Stage 3: Complaint Heard by Governing Body’s Complaints Appeal Panel**

Complainant should write to the Chair of Governors c/o the Clerk to the Governing Body at [ejahn@redlandgreen.bristol.sch.uk](mailto:ejahn@redlandgreen.bristol.sch.uk).

The Clerk will acknowledge receipt of the complaint within 5 working days.

The Chair will ask the Clerk to convene a Governors’ Appeal Panel if appropriate, to hear the appeal within 20 working days from receipt of the complaint.

The Governors’ Complaints Appeal Panel will provide a written response within 10 working days of the appeal hearing.

The Chair of Governors/Clerk will inform the complainant as soon as practical should a longer timeframe be required.

#### **Stage 4: Right of Appeal to the Secretary of State for Education**

The Complainant should refer the complaint to the Secretary of State for Education. Further details can be found at <https://www.gov.uk/complain-about-school>.



## APPENDIX 2 – COMPLAINTS FORM – STAGE TWO OF THE COMPLAINTS PROCEDURE

Please complete and return to the school marked for the attention of the Clerk to the Governing Body. The Clerk will acknowledge receipt and explain what action will be taken.

Your name:	
Student's name:	
Your relationship to the student:	
Address:	
Postcode:	
Day time telephone number:	
Evening telephone number:	
Please give details of your complaint:	
What action 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:	
<b>Official use</b>	
Date acknowledgement sent:	
By who:	
Complaint referred to:	
Date:	

### **APPENDIX 3 – ORDER OF THE COMPLAINTS APPEAL PANEL HEARING**

- 1 Chair effects introductions
- 2 The Complainant makes submission
- 3 Questions asked by Headteacher
- 4 Questions asked by Panel
- 5 Complainant may call in relevant people to clarify their position, these people can be asked questions
- 6 Headteacher makes submission
- 7 Questions asked by Complainant
- 8 Questions asked by Panel
- 9 Headteacher may call in relevant people to clarify their position, these people can be asked questions
- 10 Complainant sums up their complaint
- 11 Headteacher sums up the school's actions and response to the complaint
- 12 Chair asks both sides to withdraw
- 13 Panel make decision
- 14 Both sides informed of outcome