

COMPLAINTS PROCEDURE (INC EYFS AND BOARDING)

NEXT REVIEW DATE: February 2022

OWNER: Headmaster

REGULATORY REQUIREMENTS: 33a

Introduction

1. Ockbrook School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School with care and in accordance with this procedure.
2. Ockbrook School makes its complaints procedure available to all parents of pupils and of prospective pupils on the School's website and in the School office during the school day, and the School will ensure that *parents of pupils and of prospective pupils who request it are made aware that this document is published or available and the form in which it is published or available.*
3. In accordance with paragraph 24(3)(g) of Schedule 1 to the Education (Independent School Standards) (England) Regulations 2010, the School will make available to parents of pupils and of prospective pupils and provide, on request, to the Chief Inspector, the Secretary of State or the ISI for the purposes of section 162A(1) of the Education Act 2002 (as subsequently amended), details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding School year.

What Constitutes a Complaint?

4. A complaint is an expression of dissatisfaction with a real or perceived problem. It may be made about the School as a whole, about a specific department or about an individual member of staff. A complaint is likely to arise if a parent believes that the School has done something wrong, or failed to do so something that it should have done or acted unfairly.
5. Parents can be assured that all concerns and complaints will be treated seriously and confidentially. The School is here for your child and you can be assured that your child will not be penalised for a complaint that you raise in good faith.

Timeframe for Dealing with Complaints

6. All complaints will be handled seriously and sensitively. They will be acknowledged within five working days if received during term time and as soon as practicable during holiday periods. It is in everyone's interest to resolve a complaint as speedily as possible: the School's target is to complete the first two stages of the procedure within 14 days if the complaint is lodged during term-time and as soon as practicable during holiday periods.
7. Stage 3, the Appeal Panel Hearing, will be completed within a further 14 days, if the appeal is lodged during term-time and as soon as practicable during holiday periods.

Recording Complaints

8. Following resolution of a complaint, the School will keep a written record of all formal complaints and whether they are resolved at the Formal Resolution stage (Stage 2 below) or proceed to a Panel Hearing (Stage 3 below). Records of complaints which do not have safeguarding implications should be retained for a minimum of 7 years. Where there is a safeguarding angle, records concerning allegations of abuse must be preserved for the term of the Independent Inquiry into Child Sexual Abuse and at least until the accused has reached normal pension age or for 10 years from the date of the allegation if it is longer.
9. At the School's discretion, additional records may be kept which may contain the following information:
 - Date when the issue was raised
 - Name of parent
 - Name of pupil
 - Description of the issue
 - Records of all the investigations (if appropriate)
 - Witness statements (if appropriate)
 - Name of member(s) of staff handling the issue at each stage
 - Copies of all correspondence on the issue (including emails and records of phone conversations)
10. Correspondence, statements and records relating to individual complaints will be kept confidential except to the extent required by paragraph (k) of Schedule 1 to the Education (Independent Schools Standards) (England) Regulations 2010, by the Secretary of State or where disclosure is required by the ISI under Section 162A of the Education Act 2002 (as amended), or under other legal authority.

Stage 1 - Informal Resolution

11. It is hoped that most concerns will be resolved quickly and informally.
12. If parents have a complaint they should normally contact their son/daughter's Form Tutor. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the Form Tutor cannot resolve the matter alone it may be necessary for him/her to consult a more senior member of staff such as a Head of Department, Head of Key Stage or the Deputy Head.
13. Concerns directed to a Head of Department, Head of Key Stage or the Deputy Head will usually be referred to the relevant Form Tutor unless the Head of Department, Head of Key Stage or Deputy Head deems it appropriate for him/her to deal with the matter personally.

14. The Form Tutor will make a written record of all concerns and the date on which they were received. Should the matter not be resolved within 7 days or in the event that the Form Tutor and the parent fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.
15. If, however, the complaint is against the Headmaster, parents should make their complaint directly to the Chair of Governors.

Stage 2 - Formal Resolution

16. If the complaint cannot be resolved on an informal basis then the parents should put their complaint in writing to the Headmaster. The Headmaster will decide, after considering the complaint, the appropriate course of action to take.
17. In most cases, the Headmaster will meet or speak to the parents concerned, normally within 7 days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
18. It may be necessary for the Headmaster to carry out further investigations.
19. The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.
20. Once the Headmaster is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Headmaster will also give reasons for his decision.
21. If the complaint is against the Headmaster, the Chair of Governors will call for a full report from the Headmaster and for all the relevant documents. The Chair may also call for a briefing from members of staff and will in most cases, speak to or meet with the parents to discuss the matter further. Once the Chair is satisfied that, so far as is practicable, all of the relevant facts have been established, the parents will be informed of her decision in writing. The Chair will give reasons for her decision.
22. If parents are still not satisfied with the decision, they should proceed to Stage 3 of this procedure.

Stage 3 - Panel Hearing

23. If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the Clerk to Governors who has been appointed by the Governors to call hearings of the Complaints Panel.

24. The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of three persons not directly involved in the matters detailed in the complaint and one of whom shall be independent of the management and running of the School. The Clerk, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 10 days, unless the parent later indicates that they are now satisfied and do not wish to proceed further.
25. If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties normally not later than 3 days prior to the hearing.
26. The parents may attend the hearing and be accompanied to the hearing by one other person if they wish. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
27. If possible, the Panel will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out.
28. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make further recommendations, which it shall complete within 20 working days of the hearing.
29. The Panel will write to the parents informing them of its decision and the reasons for it, normally within 3 days of the hearing. The decision of the Panel will be final. A copy of the Panel's findings and recommendations (if any) will be sent by email or otherwise given to the parents, and, where relevant, the person complained about as well as the Chair of Governors and the Headmaster.
30. The School is not currently utilising any system of alternative dispute resolution (ADR), although this decision will be reviewed as circumstances dictate.
31. Notes:
 - a. Parents are welcome to contact Ofsted or the Independent Schools Inspectorate directly with a complaint should they wish to:

OFSTED, Tel: 0300 123 4234, or by email: enquiries@ofsted.gov.uk

ISI, Tel: 020 7600 0100, or by email: concerns@isi.net
 - b. The School will endeavour to address all complaints as quickly as possible and always within 28 working days of having received the complaint.

- c. The School will provide Ofsted and ISI on request with a written record of all formal complaints made during any specified period and the action which was taken as a result of each complaint.
- d. Where repeated attempts are made by a parent to raise the same complaint after it has been considered at all three stages, this can be regarded as vexatious and outside the scope of the policy.

APPROVED BY:	
SIGNATURE	
NAME	
DATE	