



Carleton House

Preparatory School

COMPLAINTS POLICY

Written by Hill Dickinson Solicitors

DATE OF POLICY

July 2021

To be reviewed

July 2023



CARLETON HOUSE PREPARATORY SCHOOL
COMPLAINTS POLICY

MISSION STATEMENT

“We live, love and learn with Jesus”

1. Compliance

1.1. This complaints policy statement has been drafted with regard to the following statutory provisions and guidance:-

1.1.1. Education (Independent School Standards) (England) Regulations 2014

2. About this policy

2.1. Carleton House Preparatory School (“the school”) is committed to attaining and maintaining the highest standards achievable.

2.2. There can be occasions when matters fall short of the required standard. This complaints policy has been prepared to allow those with issues to raise them with the school, and provides a set of stages for how complaints will be dealt with in an efficient and fair way.

2.3. Complainants must raise a complaint within three months of the incident or, where a series of associated incidents have occurred, within three months of the last of these incidents. The school may consider complaints made outside of this time frame only if exceptional circumstances apply.

2.4. There are three stages to this complaints policy. It is our aim to ensure that the vast majority of complaints raised are dealt with informally at Stage One.

2.5. In the event that the complaint cannot be resolved at an informal level, this policy sets out a formal procedure for complaints to be investigated and resolved.

2.6. “School days” means a school day during term time and does not include inset days, weekends, bank or public holidays or any other days that are outside term time.

2.7. This policy permits a complainant to be joined by a representative at any stage two or stage three meeting.

2.8. Anonymous complaints will not be accepted. However, the person responsible for determining the complaint at stage two may determine that the information provided warrants an investigation outside of this complaints policy.

2.9. All parties must observe mutual dignity and respect throughout the complaints policy’s procedures.

3. Who this policy applies to

3.1. This policy applies to parents and individuals who have a complaint regarding the pupils, employees, governors and premises of the School, whether he/she is a parent or guardian of a pupil, or a member of the School’s local community (“the Complainant”).

3.2. Parents must bring their own complaints however the school reserves its right in its absolute discretion to consolidate complaints if they are of the same substance and it would be efficient for the school to handle them in that way.

3.3. This policy does not apply to complaints arising from:

3.3.1. admissions;

3.3.2. child protection and safeguarding investigations;

3.3.3. exclusions;

3.3.4. school re-organisation proposals or staffing deployment;

3.3.5. services provided by third party suppliers/contractors who may use the Trust's premises;

3.3.6. employee grievances and disciplinary procedures;

3.3.7. statutory assessment of special educational needs; and

3.3.8. whistleblowing.

3.4. We reserve the right to reject a vexatious complaint. Vexatious complaints may be characterised (but are not limited to) the following:

3.4.1. complaints which are obsessive, persistent, harassing, prolific, repetitive;

3.4.2. insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason;

3.4.3. insistence upon pursuing meritorious complaints in an unreasonable manner;

3.4.4. complaints which are designed to cause disruption or annoyance; and/or

3.4.5. demands for redress that lack any serious purpose or value.

4. Stage One – informal

4.1. The Complainant should first approach the class teacher of the pupil concerned or alternatively another member of the School's employees ("Member of Staff").

4.2. The Complainant may raise his/her concern/complaint in person, by telephone or in writing.

4.3. The Complainant should be prepared to give details of the circumstances which have given rise to the complaint that he/she wishes to raise, and express how he/she would like the matter to be dealt with or how he/she sees a resolution being achieved. It may be necessary to put these details in writing ("the Complaint").

- 4.4. There may be some occasions where the Complaint can be resolved on the spot. If that is achievable, details of the concern and the resolution will be recorded by the Member of Staff for monitoring purposes.
- 4.5. There may be some complaints which require further enquiries, with accounts being taken from other parties involved. The Member of Staff dealing with the Complaint at Stage One will make a record of the issues raised, and will carry out those enquiries. The Member of Staff shall endeavour to conclude the enquiries within five School days from the date when the Complaint was made.
- 4.6. Once the enquiries have been concluded, the Member of Staff will contact the Complainant and provide:
- 4.6.1. a summary of his/her understanding of the Complaint raised;
 - 4.6.2. a summary of the information which he/she has discovered as part of his/her Stage One enquiries (if required to be undertaken);
 - 4.6.3. provide a response to the Complaint and an explanation as to how the response has been reached;
 - 4.6.4. confirm whether any action is to be taken; and,
 - 4.6.5. confirm that the matter will be logged and that a record will be retained to ensure that steps can be taken to avoid the issue arising again.

5. Stage Two – formal complaint

- 5.1. If the Complainant is not satisfied that the matter has been resolved at Stage One, he/she can progress his/her Complaint to the formal procedure under Stage Two (“Stage Two Complaint”).
- 5.2. The Complainant will be required to complete the Stage Two Complaint form. A copy of the form is attached at appendix one of this policy. When the Complainant has raised an issue with completing the Stage Two Complaint Form then we will make reasonable adjustments if required under equality law.
- 5.3. The completed form should be addressed to the Headteacher of the School. If the Complaint concerns the Headteacher, the form should be addressed to the Chair of the Governing Board marked ‘private and confidential’.
- 5.4. Complainants which fail to properly particularise a complaint may be rejected. We will invite complainants to address any lack of detail or information to allow for the complaint to be considered prior to making a decision to reject a complaint.
- 5.5. The Stage Two Complaint form will be acknowledged in writing within three School days.
- 5.6. The Letter of Acknowledgement will provide:
- 5.6.1. the contact details of the person dealing with the Complaint at Stage Two; and,
 - 5.6.2. specify that the Complaint will be investigated within ten School days (“the Stage Two Investigation”).

- 5.7. During the Stage Two Investigation, the Complainant is required to keep the details of the Complaint private and confidential. This is to enable a just and fair investigation to be undertaken. Any steps taken by the Complainant which do not preserve the confidentiality of the Complaint may undermine the efficiency and effectiveness of the Stage Two Investigation and could require separate action to be taken to address any such breach of confidentiality.
- 5.8. The applicable decision maker at Stage Two is entitled to delegate the Stage Two Investigation to another senior Member of Staff or, if applicable, a Governor, so long as he/she has not been involved with the Complaint at Stage One or in any other way (“the Investigating Officer”).
- 5.9. In the event that the Stage Two Complaint is about the Headteacher, Chair of the Governing Board or if any of the aforementioned has dealt with the matter at Stage One, the Stage Two Complaint will be dealt with by another member of the School’s Governing Board.
- 5.10. The Complainant may be invited to attend a meeting with the person appointed to deal with the Complaint at Stage Two to discuss the Stage Two Complaint (“Stage Two Meeting”).
- 5.11. If deemed necessary to hold a Stage Two Meeting we will endeavour to arrange it within five School days.
- 5.12. The Complainant will be entitled to be accompanied at the Stage Two Meeting by one of the following:
- 5.12.1. a relative;
 - 5.12.2. a friend; or,
 - 5.12.3. a representative.
- 5.13. At the conclusion of the Stage Two Investigation a decision regarding the Stage Two Complaint will be issued to the Complainant. The decision will be confirmed in writing. The outcome will be shared with all relevant parties.
- 5.14. If a Stage Two Meeting is held minutes will be taken by an appropriate person that we appoint.
- 5.15. A record of the Stage Two Complaint, along with any documentation prepared during the Stage Two Investigation, and (if applicable) the Stage Two Meeting minutes, will be retained by the School for six years.
- 6. Stage Three – Complaints Panel (parental/legal guardian complaints only)**
- 6.1. If the Complainant is not satisfied with the outcome at the conclusion of Stage Two, he/she may progress the Complaint to Stage Three (“the Stage Three Complaint”).
- 6.2. The Complainant will be required to write to the Clerk of Governors (“the Clerk”) to request that the Complaint be dealt with at Stage Three. (Contact details for the Clerk will be available from the school office). The Complainant must set out why they are not satisfied with the outcome of the Stage Two Complaint and why they seek for the Complaint to be dealt with at Stage Three.
- 6.3. The Stage Three Complaint will be considered by a complaints panel (“the Panel”).

- 6.4. The Panel will have three members:
- 6.4.1. two members from the Governing Board who have had no involvement with the Stage Three Complaint at Stage One or Stage Two; and
 - 6.4.2. one independent member who has no involvement with the management and running of the School.
- 6.5. Within three School days of a written request for the Complaint to be considered at Stage Three, the Clerk will acknowledge the request in writing and will endeavour to arrange for a meeting of the Panel to take place within ten School days (“the Panel Meeting”).
- 6.6. The Complainant will be entitled to be accompanied at the Panel Meeting by one of the following:
- 6.6.1. a relative;
 - 6.6.2. a friend; or,
 - 6.6.3. a representative.
- 6.7. For the purpose of this section the party which is the subject of the Stage Three Complaint will be referred to as the ‘Respondent’.
- 6.8. The Complainant and the Respondent will be entitled to submit any relevant documentation for the Panel’s consideration. The documentation must be submitted to the Clerk three clear School Days before the date of the Panel Meeting.
- 6.9. The Complainant and the Respondent must provide copies to each other of any documents submitted for the Panel’s consideration three clear School days before the Panel Meeting.
- 6.10. The Complainant and the Respondent will also be entitled to call any witnesses which each may reasonably require in order to support their submissions to the Panel. Details of the witnesses must be provided to the Clerk and other party three clear School days before the Panel Meeting.
- 6.11. The Panel Chair shall have an absolute discretion as to whether the Panel will consider any party’s documents or hear witnesses where there has been non-compliance with either paragraphs 6.8, 6.9 or 6.10 of this policy.
- 6.12. Minutes of the Panel Meeting will be taken by the Clerk.
- 6.13. At the Panel Meeting, the Chair of the Panel will explain how the Panel Meeting will be structured. The Panel will invite the Complainant to outline the Complaint, to refer the Panel to any of the documents submitted in compliance with paragraphs 6.8 and 6.9, and to call on any witnesses he/she has identified in accordance with paragraph 6.10 of this policy statement. The Complainant will be entitled to put questions to his/her witnesses. The Respondent and the Panel will also have the right to put questions to the Complainant’s witnesses once the Complainant has concluded his/her questions.
- 6.14. The Respondent will be invited to make its submissions once the Complainant has concluded his/her submissions to the Panel.

- 6.15. The Panel will invite the Respondent to outline its response to the Complaint, to refer the Panel to any of the documents submitted in compliance with paragraphs 6.8 and 6.9 above, and to call on any witnesses it has identified in accordance with paragraph 6.10 of this policy statement. The Respondent will be entitled to put questions to its witnesses. The Complainant and the Panel will also have the right to put questions to the Respondent's witnesses once the Respondent has concluded its questions.
- 6.16. When the Panel has heard the Complainant and the Respondent's submissions, it will be entitled to adjourn to consider its decision.
- 6.17. If the Panel is able to, it will deliver its decision at the conclusion of the Panel Meeting. A copy of the decision will be provided in writing within five School days to the Complainant and the Respondent.
- 6.18. If the Panel is unable to reach a decision at the conclusion of the Panel Meeting, it will be entitled to adjourn the Panel Meeting and to deliver its decision in writing to the Complainant and the Respondent within five School days. The outcome will also be delivered to any other relevant party as the Chair of the Panel deems necessary.
- 6.19. A record of the Stage Three Complaint, along with documentation submitted to the Panel, and the Panel Meeting minutes, will be retained by the for six years.

7. Stage 3 Complaints - (non-parents/legal guardians)

- 7.1. If the Complainant is not satisfied with the outcome at the conclusion of Stage Two, he/she may progress the Complaint to Stage Three ("the Stage Three Complaint").
- 7.2. The complainant may write to the Clerk of Governors ("the Clerk") to request that the Complaint be dealt with at Stage Three. (Contact details for the Clerk will be available from the school office). The Complainant must set out why they are not satisfied with the outcome of the Stage Two Complaint and why they seek for the Complaint to be dealt with at Stage Three.
- 7.3. The Clerk will arrange for the Chair of the Governing Board to review the Stage Two Investigation. In the event that the Chair has dealt with the matter at Stage One or Stage Two, or the Complaint is about him/her, another member of the applicable Board will be appointed to deal with the Stage Three Complaint.
- 7.4. The Complainant may be invited to attend a meeting with the person appointed to deal with the Stage Three Complaint to discuss matters further ("Stage Three Meeting"). For the avoidance of doubt, the arrangement of a Stage Three Meeting is entirely at the discretion of the person appointed to deal with the Stage Three Complaint.
- 7.5. The Complainant will not be entitled to be accompanied at the Stage Three Meeting without the prior permission of the appointed person.
- 7.6. If a Stage Three Meeting is held, the Complainant will be able to put forward their Complaint in order to assist the appointed person to consider the issues before making a determination.
- 7.7. Minutes of the Stage Three Meeting will be taken by an appropriate person who we appoint.

7.8. The person appointed to deal with the Stage Three Complaint will endeavour to communicate their decision about the Complaint in writing within five school days of the Stage Three Meeting or of being provided with the request for the Complaint to be dealt with at Stage Three. If further time is required then the Complainant will be notified.

8. Records keeping

8.1. As stated in this policy statement, records of concerns and complaints will be confidentially kept for monitoring and inspection purposes.

8.2. Records will include outcomes, relevant documents and any actions taken as a result of the concern or complaint being raised.

8.3. Correspondence, statements and records relating to individual complaints will be kept secure and confidential except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Act requests access to them.

9. EYFS

9.1 School will investigate written complaints relating to the fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint.

9.2 The record of complaints will be made available to Ofsted on request.

9.3 Parents can contact OFSTED by if they believe the school is not meeting the EYFS requirements. They can be contacted on enquiries@ofsted.gov.uk or by telephone on 0300 123 4666.

10. Evaluation of the Complaints Procedure

The School seeks to learn from any complaints whether justified or not to try to prevent any repetition. The Governors shall monitor the complaints procedure in order to ensure that all complaints are handled properly. If recommendations are made following a stage 3 panel hearing, these will be implemented and if appropriate policy and procedure adjusted accordingly.

Appendix One

Carleton House Preparatory School

STAGE TWO COMPLAINT FORM

Name of Complainant	
Complaint's Address	
Complaint's contact number	
Relationship to [Academy/School]	
Reason for complaint	
Details of complaint to be considered/investigation (continue on separate pages)	

The Stage Two Complaint Form should be completed and sent to the Headteacher of the School. In the event that the complaint is about the Headteacher, the form should be submitted for the attention of the Chair of the Governing Board.

Should the complaint relate to the Chair please mark it for the attention of the Clerk.