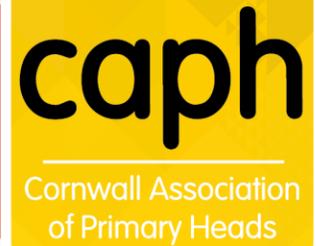


**Cornwall Association of Primary Headteachers**

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**01726 212892**  
**info@caph.org.uk**  
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**CAPH Complaints Procedure**  
**May 2015****General Principles:**

- This procedure is intended to allow you to raise a concern or complaint relating to the Association, or the services that it provides.
- An anonymous concern or complaint will not be investigated under this procedure, unless there are exceptional circumstances.
- To enable a proper investigation, concerns or complaints should be brought to the attention of the Association as soon as possible. In general, any matter raised more than 3 months after the event, being complained of, will not be considered.

**Raising a concern or complaint****1) Informal Stage**

It is normally appropriate to communicate directly with the member of staff concerned. This may be by letter, by telephone or in person by appointment, requested via the office. Many concerns can be resolved by simple clarification or the provision of information and it is anticipated that most complaints will be resolved by this informal stage.

In the case of serious concerns it may be appropriate to address them directly to the Executive Officer.

If you are uncertain about who to contact, please seek advice from the office.

**2) Formal Stage**

If your concern or complaint is not resolved at the informal stage you may choose to put the complaint in writing and pass it to the Chair of the Board, who will be responsible for ensuring that it is investigated appropriately.

A Complaint Form is provided to assist you.

You should include details which might assist the investigation, such as names of potential witnesses, dates and times of events, and copies of relevant documents.

It is very important that you include a clear statement of the actions that you would like CAPH to take to resolve your concern. Without this, it is much more difficult to proceed.

The Executive Officer may invite you to a meeting to clarify your concerns and to explore the possibility of an informal resolution. If you accept that invitation, you may be accompanied by a friend, if you wish, to assist you in explaining the nature of your concerns.

It is possible that your complaint will be resolved through a meeting with the Executive Officer. If not, arrangements will be made for the matter to be fully investigated, using the appropriate procedure. In any case you should learn in writing, usually within 5 working days of receiving your formal complaint, of how CAPH intends to proceed. This notification should include an indication of the anticipated timescale.

Any investigation will begin as soon as possible and when it has been concluded, you will be informed in writing of its conclusion.

If you are not satisfied with the manner in which the process has been followed, you may request that the Board reviews the process followed by CAPH, in handling the complaint. Any such request must be made in writing to CAPH, within 10 working days of receiving notice of the outcome, and include a statement specifying any perceived failures to follow the procedure. The procedure described below will be followed. A Review Request form is provided for your convenience.

### **Review Process**

Any review of the process followed by CAPH will be conducted by a panel of 3 members of the Board. This will usually take place within 10 working days of receipt of your request.

The review will normally be conducted through a consideration of written submissions, but reasonable requests to make oral representations should be considered sympathetically.

**CAPH CIC: Meeting Request Form**

I wish to meet ..... to discuss the following matter:

**Brief details of topic to be discussed:**

**Dates/times when it would be most convenient for a meeting:**

Your name:  
Relationship with CAPH:  
Your Address:  
Telephone numbers  
Daytime: Evening:  
e-mail address:

**Signed** ..... **Date** .....

[Please complete this form and return it to the office]

Office use:  
Date Form received: Date response sent:  
Received by: Response sent by:

**CAP CIC Formal Complaint Form**

Please complete this form and return it, via the office, to the Executive Officer, who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name: .....

Relationship with CAPH

.....

Your Address:

Telephone numbers

Daytime:

Evening:

e-mail address:

**Please give concise details of your complaint, (including dates, names of witnesses etc...), to allow the matter to be fully investigated:**

You may continue on separate paper, or attach additional documents, if you wish.

Number of Additional pages attached =

**What action, if any, have you already taken to try to resolve your complaint? (i.e. who have you spoken with or written to and what was the outcome?)**

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

Signature:

Date:

Office use:  
Date Form received:  
Received by:  
Date acknowledgement sent:  
Acknowledgement sent by:

Complaint referred to:			
Date:			

**CAPH CIC Complaint Review Request Form**

Please complete this form and return it to the Executive Officer, who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name: .....

Your Address:

Telephone numbers:

Daytime:

Evening:

e-mail address:

Dear Sir

**I submitted a formal complaint to CAPH on ..... and am dissatisfied by the procedure that has been followed.**

**My complaint was submitted to ..... and I received a response from ..... on ..... .**

**I have attached copies of my formal complaint and of the response(s) from the Association.**

**I am dissatisfied with the way in which the procedure was carried out, because:**

You may continue on separate paper, or attach additional documents, if you wish.

Number of Additional pages attached =

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

Signature:

Date:

Office use

Date Form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Request referred to:			
Date:			