



## **COMPLAINTS POLICY & PROCEDURE**

Approved and signed by the Board of Trustees during virtual meeting

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## INTRODUCTION

We strive to provide a good education for all our children. The Chief Executive Officer (CEO), Heads of School (HOS), Nursery Manager and staff work very hard to build positive relationships with all parents and carers. However, Discovery Multi Academy Trust (“the MAT”) is obliged to have procedures in place in case there are complaints by parents or guardians, in line with the Education (Independent School Standards (England) Regulations 2014, Schedule 1, Part 7. The following policy sets out the procedures that our academies follow in such cases.

If any parents or carers are unhappy with the education or care that their child is receiving, or have any concerns relating to their child’s provision, we encourage them to talk to the child’s class teacher/key worker immediately.

We deal with all complaints in accordance with procedures recommended for academies by the government’s Education Funding Agency (January 2015). If the MAT itself cannot resolve a complaint, those concerned can refer the matter to the Education Funding Agency (EFA). All parents and carers have a right, as a last resort, to appeal to the Secretary of State for Education, if they still feel that their complaint has not been properly addressed.

## AIMS AND OBJECTIVES

Our Trust aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding. In all cases, we put the interests of the child above all else. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved.

If necessary, support for the complainant should be arranged, for example, translation of any of the papers provided by the Trust, or the provision of an interpreter or any arrangements necessary to give the complainant full access to the proceedings, for example if the complainant has a disability.

## THE COMPLAINTS PROCESS

### **Stage 1: Dealing with Concerns and Complaints Informally**

If a parent is concerned about anything to do with the education that we are providing in our organisation, they should, in the first instance, discuss the matter with their child’s class teacher/key worker or the Head of School/Assistant Head of School, Nursery Manager/Assistant Manager. In our experience, most matters of concern can be resolved positively in this way. All staff work very hard to ensure that each child is happy at school/nursery and is making good progress. They naturally want to know if there is a problem, so that they can take action before it seriously affects the child’s progress.

Although this stage involves dealing with the issue informally, it may prove helpful later, although not essential at this stage, for the person responding to make a basic record of the issue or complaint raised, which may include brief notes of conversations (face to face or over the telephone), and the responses made.

The person who raised the issue should be informed of the action to be taken to resolve the issue. It may be helpful to confirm undertakings given about future action or monitoring in writing.

If the person is dissatisfied with the response they have been given, they should be provided with a copy of the MAT's Complaints Policy and Procedure, and informed about how to take their complaint to Stage 2, by referring it to the Chief Executive Officer, usually in writing using the Complaint Form (Appendix A).

## **Stage 2: Referral to the Chief Executive Officer (CEO)**

The CEO considers any such complaint very seriously, and investigates each case thoroughly; most complaints are normally resolved by this stage. It is generally at this or the previous stage, that it will become clear whether it is appropriate for the complaint to be dealt with under these procedures or whether there are statutory processes as outlined in the Guidance for Parents. If the latter is the case, the CEO will need to inform the complainant of this and the way in which the complaint will be handled.

At this stage, it has become clear that the concern is a definite complaint. **Any complaint received by the CEO under this process, whether orally or in writing, should be acknowledged within 5 school working days with a full written response within 15 school working days.**

Complainants should also be given the opportunity to meet with the CEO, accompanied by a relative or a friend if they so wish, to discuss their complaint. Written records of interviews with complainants and with staff or witnesses carried out in the course of the investigation should be kept by the CEO.

In the letter conveying the outcome, the complainant should be informed of the process for referral to the Chair of the Board of Trustees if they wish to take their complaint further. **Any such referral should be made within 10 school working days after receipt of the CEO's letter.**

## **Stage 3: Review by the Chair of the Board of Trustees**

The complainant requests a review of their complaint in writing to the Chair of the Board of the MAT, making it clear why they are complaining, who they have already spoken to, and what they should want to happen as a result of their complaint. **Complaints received by the Chair should be acknowledged within 7 school working days with a substantive response within 20 school working days.**

In acknowledging any complaint, the Chair may need to explain the powers of the Board of Trustees of the matter in the matter in question, and the extent to which it may or may not

be possible to achieve the outcome desired by the complainant. In such instances it is important that the complainant is made aware at the outset of the scope of the investigation. However, where it is not within the remit of the Board of Trustees to change a decision, it may make a recommendation for the CEO to consider.

The Chair may need to hold interviews with the CEO and possibly other members of staff and notes should be kept of those meetings. Chairs may also wish to take advice on particular issues from the relevant advisory body.

**The Board of Trustees will arrange a meeting with the complainant to discuss the complaint in further detail; at least three days' notice of the meeting will be given to the complainant.**

After hearing all the evidence, the Board Members will consider their decision and inform the complainant about it in writing. The Board do all they can at this stage to resolve the complaint to the complainant's satisfaction. The letter conveying the Chair's findings should include details of the next stage of the procedure (Stage 4).

### **Complaints Against the CEO**

Stage 3 should also serve as the first point at which complaints which are specifically aimed at the CEO or an individual Board Member. Should the complaint be about the Chair, the Vice Chair should undertake the investigation.

Any parent/s or carer/s who have a complaint about the CEO should first make an informal approach to one of the members of the Board of Trustees, who is obliged to investigate it. The Board Member in question will do all s/he can to resolve the issue through a dialogue with the MAT, but if the complainant/s are unhappy with the outcome, they can make a formal complaint as detailed above.

### **Stage 4: Review by Board of Trustees Complaints Committee**

Complaints rarely reach this formal level, but it is important that the Board of Trustees is prepared to deal with them when necessary.

**Where the Clerk to the Board of Trustees receives a complaint under these procedures, s/he should arrange for a Complaints Committee to meet between 12 and 20 school working days from receipt of the letter.** The Board of Trustees should have three members to serve on the committee with reserves, to ensure that sufficient Board Members are available to hold a meeting within the specified time period. The members of their committee should elect one of their number to act as Chair of the committee for the hearing. **The Chair of the Board should not be a member of the committee, as s/he will have been involved at the previous stage.**

**The MAT must also ensure that at least one member of the panel is independent of the management and running of the MAT.**

The CEO should also be informed immediately that a complaint has been received and consulted about the proposed date of the hearing.

**On issuing notification of the date and time of the hearing, the Clerk will need to advise the complainant and the CEO that any written documentation they wish the committee to consider will need to be submitted in time to be circulated to committee members 4 days prior to the hearing.**

The complainant should be advised that they may be accompanied by a relative or friend if they wish.

Notification of the hearing should also include details of the way in which the hearing will be conducted: the hearing should be minuted, and copies of all relevant correspondence and notes should be kept on file by the Clerk.

The complainant and CEO should be notified of the findings of the committee within 5 school days of the hearing.

## **FURTHER RECOURSE**

If the complainant is dissatisfied with the Board of Trustees' handling of their complaint, further recourse to other agencies is available to them outside the scope of the MAT's own procedures. However, these agencies would be unable to take any action until the MAT's own procedures have been completed.

<b>COMPLAINT</b>	<b>WHO TO CONTACT</b>
Child Protection	Plymouth City Council
Criminal Behaviour	Police
Data Protection	Information Commissioner's Office
Discrimination	Equality Advisory and Support Service
Quality of Education or Leadership	Ofsted

### **To the Education Funding Agency (EFA)**

You are able to complain to the EFA if:

- there is a problem with the MAT's Complaints Policy and Procedure
- the MAT and/or its academies are not following the terms of their funding agreement

If you would like to contact the ESFA, please follow the link below:

<https://www.gov.uk/complain-about-school/state-schools>

**The ESFA will only intervene once the MAT's own Complaint Procedure has been completed.**

**To Ofsted**

You are able to complain to Ofsted if you think a school/nursery isn't run properly and needs inspecting. They won't look into problems with individual students, such as exclusions or not getting a place at the school/nursery.

If you would like to contact Ofsted, please follow the link below:

<https://contact.ofsted.gov.uk/online-complaints>

You should get a response within 30 working days. It will tell you if Ofsted will investigate or not, and why.

## **MONITORING AND REVIEW**

The Board of Trustees monitor the Complaints Procedure, in order to ensure that all complaints are handled properly. The Head of School/Nursery Manager logs all complaints received by their academy/nursery, and records how they were resolved. The CEO examines this log on a termly basis. The Board of Trustees examines this log on an annual basis.

The Board of Trustees takes into account any local or national decisions that affect the complaints process, and make any modifications necessary to this policy. This policy is made available to all parents and carers, so that they can be properly informed about the complaints process.

## **COMMUNICATING THIS POLICY**

This policy will be listed on each organisations website, as well as on the Discovery MAT website, as well as being made available in a paper format on request at the school/nursery office.

This policy will be reviewed every two years, or before if necessary.

# APPENDIX A

## COMPLAINT FORM

Please complete and return to Mrs Alison Nettleship, Chief Executive Officer and/or Mrs J Sparrow/ Mrs L Evans / Mrs R Dibben, Head of School/ Elizabeth Knight, Nursery Manager who will acknowledge receipt and explain what action will be taken.

Your Name:

.....

Pupil's Name:

.....

Your relationship to the pupil:

.....

Address:

.....  
.....  
.....  
.....  
.....

Postcode: .....

Daytime telephone number: .....

Evening telephone number: .....

Please give details of your complaint:

What action, if any, 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:

.....

**OFFICIAL USE**

**Date Acknowledgement sent:**

.....

**By whom:**

.....

**Complaint referred to:**

.....

**Date:**

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