



## Complaints Policy

St Paul's School for Girls complaints procedure is based on our school mission statement and aims.

St Paul's strives to have "a warm atmosphere, full of caring relationships" and resolving complaints effectively ensures that we strive to "treat others with a spirit of respect and responsible love". Our aim is to be a place where love of one's neighbour is evident at all times. Christ said to His disciples at the Last Supper "This is my commandment, that you love one another, as I have loved you." It is in wishing to uphold this principle that Catholic schools, and those who work there, commit themselves to care for their school community and uphold the Catholic doctrine and the ethos of the school. Nevertheless, as in any organisation, there can be times when a complaint may arise and the aim of this Complaints Policy is to set out how those complaints will be dealt with and how the school will work with all parties involved towards achieving a satisfactory resolution.

The main purposes of this Complaints Policy is to:

- resolve problems as swiftly as possible, ideally through an early informal stage.
- give complainants a means to raise complaints and to have them addressed.
- explain who a complaint should be directed to at the different stages and how they will be dealt with at each stage, including expected timescales.
- encourage all parties to raise and/or respond to complaints as quickly as possible so that they may be dealt with swiftly and whilst the matter is still fresh in people's minds.
- stress that at all stages of this policy any discussions, consideration and hearings will be held with the intention to resolve the complaint rather than apportion blame.

It should be noted that this Complaints Policy does not replace the arrangements for dealing with certain types of complaint that fall outside of its remit and are covered by other policies, for example, admissions to schools, statutory assessments of Special Educational Needs, school re-organisation proposals, any matter that may require a Child Protection Investigation, exclusions, whistleblowing, staff grievances and disciplinary procedures and complaints about services provided by third parties using the school premises or facilities.

St Paul's School for Girls recognise that complaints can be submitted by anyone, not just by parents of pupils in the school. Complaints will be dealt with consistently regardless of who the complainant is.



A written record of all complaints dealt with at Stage 2 or Stage 3 of this policy will be retained by the St Paul's School for Girls or the school along with any action taken by the school as a result, regardless of whether the complaint is upheld or not. Any correspondence, statements and records relating to complaints are kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the Education and Skills Act 2008.

## **Stage 1 – Informal Resolution**

In the majority of cases the concern should be handled, if at all possible, without the need to undertake any formal procedures and this should be the objective of all parties involved. The complaint should be initially discussed with the relevant Head of Year, or relevant line manager. There is no need at this stage for the complaint to be put in writing, however, the staff member should complete the Initial Record

Form (Appendix C) outlining the nature of the complaint and the agreed actions to be taken including any timescales to complete them. A copy of the Initial Record Form should be given to the complainant along with a copy of the school's complaints procedure.

At this stage the complaint should ideally be raised with the relevant staff member within 5 school days of the complainant becoming aware of the complaint/incident and be resolved within 10 school days. The school will, however, consider exceptions to complaints being raised outside of 5 school days and will not refuse to deal with a complaint simply because it has been lodged outside of this preferred timescale. 5 school days is considered to be an appropriate length of time to report a complaint so that it is still fresh in everyone's mind and can be dealt with and resolved as quickly as possible.

Should the person raising the concern be unable to resolve the matter at this stage then they may feel it appropriate to move on to Stage 2 of the process. However, it is expected that the majority of complaints would be resolved by the end of stage 1 without the need to escalate the complaint further.

## **Stage 2 – Formal Resolution**

If the complaint cannot be resolved at Stage 1, then the complainant may, if they wish, proceed to Stage 2 by completing and submitting a Stage 2 Complaint Form (Appendix D) to the relevant person as detailed in the Complaints Management Procedure (Appendix B). The Stage 2 Complaint Form should be submitted within 10 school days of the conclusion of Stage 1. On receipt of the Stage 2 Complaint Form, the relevant person will:

- acknowledge receipt of the Stage 2 Complaint Form within 5 school days.
- investigate the complaint and decide how best to resolve it. This would normally involve meeting with and interviewing the complainant and any other persons.



- within 5 school days of completing the investigation, write to the complainant outlining how the investigation was conducted and the outcome of the complaint. This letter will also include details of what the complainant can do next if the complaint has still not been resolved to their satisfaction. Information advising the complainant that they can escalate the complaint to Stage 3 must also advise them that if they wish to do so then it must be within 10 school days of the notification of the outcome of Stage 2.

### **Stage 3 –Governors Complaints Panel**

If the complainant is not satisfied with the outcome of the Stage 2 process, they may, if they wish, request that the complaint be considered by a Governors Complaints Panel. To request this, the complainant will need to complete and return the Stage 3 Complaint Form (Appendix E) within 10 school days of the notification of the outcome of Stage 2. This form should be sent to the Chair of Governors (or the Vice Chair of Governors if the complaint relates to the Chair) via the school address.

The Governors Complaints Panel is the last school-based stage in the complaints process and is not convened to merely rubber-stamp any previous decisions.

The panel will consist of two Governors and one other person who is independent of the management and running of the school. No Governor may sit on the panel if they have had any prior involvement in the complaint or in the circumstances surrounding it. Neither the Headteacher or the Chair of Governors should be a member of this panel. The panel should elect their own Chair. Where it is not possible for the Governors to convene a panel due to there being insufficient Governors who have no prior involvement in the complaint, then another Catholic school may be approached to request that Governors from that school make up the panel.

The Stage 3 Complaint Form will be acknowledged within 5 school days and the Governors Complaints Panel will normally be convened within 20 school days of the receipt of the form.

Both parties should normally be present whilst the complaint is being described and responded to. However, there may be situations where the Chair of Governors considers that the relationship between the complainant and the school has broken down to such an extent that any further meeting that they jointly attend would not be beneficial. If this situation arises then the Chair of Governors may decide that the Stage 3 hearing should be held in two parts with each party, and their witnesses, meeting with the Governors Complaints Panel on their own. Should this decision be taken then the Chair of Governors will advise both parties, the Clerk to the Complaints Panel and the Chair of the Complaints Panel accordingly.

The panel will consider the following:

- any appropriate action to be taken to resolve the complaint.
- whether to dismiss the complaint in whole or in part.
- whether to uphold the complaint in whole or in part.



- whether changes to the school procedures or systems in the future may be necessary to ensure that situations of a similar nature do not recur.

The panel will take into account whether the complaint has been handled properly and reasonably in accordance with this policy and whether the outcome at Stage 2 was reasonable and appropriate.

As part of the Governors Complaints Panel hearing the following will be undertaken:

- a Clerk to the panel will be appointed. This would usually be the Clerk to the Governors.
- the Clerk will ensure that all parties have received a copy of this Complaints Policy.
- the Clerk will set a date, time and venue for the hearing within 20 school days of the receipt of the Stage 3 Complaint Form. The venue will be accessible for all parties.
- at least 10 school days prior to the hearing all parties will submit to the Clerk to the Complaints Panel any written evidence or other documentation to be presented at the hearing, together with the names of any witnesses either party wishes to call.
- all written evidence or other documentation submitted will be sent to all parties and the panel members to arrive at least 5 school days prior to the hearing.
- the Clerk to the Complaints Panel will record the proceedings and notify, in writing, all parties of the panel's decision within 5 school days of the hearing.
- the issues raised in the complaint are addressed.
- the panel will be open minded and act independently.
- no member of the panel will have a vested interest in the outcome of the proceedings or any involvement in any earlier stage of the procedure.
- only the issues raised in the complaint will be discussed and considered. Any new issues raised will need to be raised as a separate complaint and given due consideration by progressing through the Complaints Policy.
- if any party fails to attend the Governors Complaints Panel hearing, then the hearing will continue in their absence and considered on any written evidence that the absent party has submitted at least 10 school days prior to the hearing.

The following points should also be noted:

- all parties shall be put at ease and the hearing will be conducted as informally as possible with each party treating the other with respect and dignity.
- the Chair of the Complaints Panel will explain the panel's remit to all parties and ensure that each party has the opportunity to put their case without undue interruption and to ask questions.
- witnesses are only required to attend for the part of the hearing in which they give their own evidence.
- after an introduction by the Chair of the panel, the complainant is invited to explain their complaint and be followed by their witnesses.
- the Headteacher may question both the complainant and the witnesses after each has spoken but only to clarify what they are saying.
- the Headteacher is then invited to explain the school's actions and be followed by the school's witnesses.



- the complainant may question both the Headteacher and the school's witnesses after each has spoken but only to clarify what they have said.
- the panel may ask questions at any time.
- the complainant is invited to sum up their complaint.
- the Headteacher is invited to sum up the school's actions and response to the complaint.
- the Chair explains that both parties will receive the written decision of the panel from the Clerk within 5 school days.
- both parties leave together whilst the panel considers the issues. The Clerk, and any other advisers, may be present with the panel during their discussion but the conclusions and recommendations are the responsibility of the panel members only.

The Chair of the Complaints Panel will ensure that all parties are notified of the panel's decision within 5 school days. The reasons for the decision will be clearly defined, in plain English.

If either party requires clarification concerning any points in the letter, this will be provided by the Chair of the Complaints Panel.

If relevant, any findings and recommendations will also be provided to the person complained about and a copy will be available on the school premises for inspection by the Governing Body and Headteacher.

### **Anonymous Complaints**

Anonymous complaints will not be investigated under this policy unless there are exceptional circumstances. These would include serious concerns such as Child Protection issues, where the School would either involve external agencies or else conduct its own internal review to test whether there is any corroborative evidence which might trigger a formal investigation.

### **Serial and Persistent Complaints**

There will be occasions when, despite all stages of the procedure having been followed, the complainant remains dissatisfied. Where a complainant tries to reopen the same issue, the Chair of Governors will inform them in writing that the procedure has been exhausted and that the matter is now closed.

### **Taking a complaint further**

If a complainant has completed the stages in this Complaints Policy and is still dissatisfied, they have the right to refer their complaint to the Secretary of State. The Secretary of State has a duty to consider all complaints raised but will only intervene where the Governors have acted unlawfully or unreasonably and where it is expedient or practical to do so.

The Education and Skills Funding Agency (ESFA) considers complaints relating to schools in England on behalf of the Secretary of State. The ESFA will consider complaints about school that fall into any of the following three areas:

- where there is undue delay or the school did not comply with its own complaints procedure when considering a complaint.



- where the school is in breach of its funding agreement with the Secretary of State.
- where a school has failed to comply with any other legal obligation.

The ESFA will not overturn a school's decision about a complaint. However, if it finds that the school did not deal with a complaint properly it will request the complaint is looked at again and procedures meet the requirements set out in the Regulations.

If the school's complaints procedure does not meet the Regulations, it will ask the school to put this right. It may seek to enforce the decision under the terms of the funding agreement on behalf of the Secretary of State if appropriate.

The ESFA can be contacted as follows:

Website <https://www.gov.uk/government/organisations/education-and-skills-fundingagency/about/complaintsprocedure>

Address Ministerial and Public Communications Division Department for Education  
Piccadilly Gate Store Street  
Manchester M1 2WD

### **Expectations under this procedure**

When raising a complaint under this policy a complainant can expect the school to:

- take the complaint seriously.
- treat them with courtesy and respect.
- deal with the complaint with discretion and confidentiality (although if the matter relates to the safety and wellbeing of a child then the school may have to share the details with other agencies).
- offer them the opportunity to be accompanied by a friend, adviser or colleague.
- meet the timescales set unless there are good reasons to extend these, in which case they will be informed of this.
- seek and offer resolution at all stages.
- inform them of the action taken to resolve the complaint and of any measures put in place to ensure that a similar complaint does not arise in the future.

In turn, the school expects that complainants will:

- treat school staff with respect.
- be mindful of the need to keep information relating to children confidential in the interest of all students.
- enter into the process in the spirit of seeking resolution.
- appreciate that if the school considers that disciplinary action may be necessary against a member of staff then this will be dealt with under the school's disciplinary procedure and in confidence.



### Complaints Management Procedure: flowchart

	<b>Appendix B</b>
	Complaint raised and received and passed to appropriate member of Head of Year = headteacher, if complaint from anyone other than a parent or carer
	Complaint heard by Head of Year (informally and as soon as possible)
Issue resolved: (including no further action)	Issue not resolved
	Complaint heard by Headteacher/relevant line manager - Deputy Headteacher <ul style="list-style-type: none"> <li>• Acknowledge receipt of complaint</li> <li>• Meet with complainant to clarify complaint</li> <li>• Look into complaint as soon as possible</li> <li>• Inform complainant of outcome (+ write to confirm)</li> </ul>
Issue resolved: (including no further action)	Issue not resolved
	Complaint referred to Chair of Governors <ul style="list-style-type: none"> <li>• Governor's complaints panel arranged</li> <li>• Issue letter inviting complainant to meeting</li> </ul>
	Panel meet: decide to dismiss / uphold / decide action / recommend change and issue letter confirming panel decision <b>*END OF PROCESS FOR SCHOOL*</b>



	Complainant may complain to the LEA or appropriate Diocesan body who may review due process
<b>Stage 1</b>	<b>Appendix C</b>
Your Name	Head of Year Name
Pupil's name	
Relationship to the child	
Address	
Phone number	
Details of complaint	Response
Action taken	
Complaint Resolved	



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Date:

	<b>Appendix D</b>
Stage 2	
Your Name	Deputy Headteacher Name
Pupil's name	
Relationship to the child	
Address	
Phone number	
Details of complaint that haven't been addressed	
What outcome would the complainant like to see	
Complaint Resolved	



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Date:

Please complete and return to Mrs M Browning, Chair of Governors who will acknowledge receipt and explain what action will be taken.

<b>Stage 3</b>	<b>Appendix E</b>
Your name:	
Pupil's name:	
Your relationship to the pupil:	
Address:	
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:

<b>Official use</b>	
Date acknowledgement sent:	Complaint referred to:
Acknowledgement sent by:	Date: