

**Dropmore Infant School**  
**Littleworth Road, Dropmore, Burnham**  
**Buckinghamshire SL1 8PF**  
**Telephone: 01753 644403**

**Co-headteachers:** Mrs Nicky Waugh  
Miss Amy Douglas

**Chair of Governors:** Mr Tim Wicks

**Policy No:** 034

**Policy Title:** Complaints Policy

**Issue No:** 013

**Effective Date:** June 2024

**Next Review Date:** June 2025

**Approved by Chair of Governors:** *Mr Tim Wicks* .....

**Date:** 01.06.2024.....

**Introduction:**

The Governing Board of Dropmore Infant School has adopted this procedure to deal with concerns or complaints.

The complaints procedure is not limited to parents or carers of children that are registered at the school. Any person, including a member of the public, may raise a concern or make a complaint to the school about any provision of facilities or services that the school provides.

A concern or complaint can be made in person, in writing or by telephone. They may also be made by a third party acting on behalf of a complainant, as long as they have appropriate consent to do so.

The school will not normally investigate anonymous complaints. However, the Co-headteachers or Chair of Governors, if appropriate, will determine whether the complaint warrants an investigation.

**Aims and Objectives:**

Our school aims to be fair, open and honest when dealing with any complaint and to resolve it through open dialogue and mutual understanding.

Careful consideration will be given to all concerns and complaints. It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaints procedure. The school takes concerns and complaints seriously and will make every effort to deal with them as swiftly as possible. We will provide sufficient opportunity for any concern or complaint to be fully discussed. In all cases we will put the interests of the child above all other issues.

Our procedure is underpinned by the following framework of principles: -

- encourage resolution of problems by informal means wherever possible
- be easily accessible and publicised
- be simple to use and understand
- be impartial
- be non-adversarial (work together co-operatively to reach the best resolution for everyone)
- allow swift handling with established time-limits for action and keeping people informed of the progress
- ensure a full and fair investigation by an independent person where necessary
- respect people's desire for confidentiality, wherever possible (some information sharing may be necessary to carry out a thorough investigation)
- address all points of issue, providing an effective response and appropriate redress, where necessary
- provide information to the school's senior management team so that services can be improved.

Mediation may be useful in resolving a concern or complaint and may be offered at any point during the complaints procedure. Mediation will only be entered into with the agreement of all parties.

**Timescales:**

A concern or complaint must be raised 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 will consider complaints made out of this time frame in exceptional circumstances.

Concerns or complaints raised outside of term time will be considered to have been raised on the first school day after the holiday period.

**Areas not covered by this procedure:**

This procedure does not apply to issues concerning admissions, school re-organisation proposals, exclusion appeals, statutory assessments of special educational needs, matters raised by whistleblowers, staff conduct complaints, grievances by school staff, complaints about collective worship, withdrawal from the

curriculum or complaints about the curriculum. These are the subject of separate complaints procedures (see Appendix 3); more information can be obtained from the school.

All other concerns and complaints will be handled by the school according to the arrangements set out below.

### **Raising Concerns:**

If you have any concerns about the school, or the education we are providing at any time, please discuss the matter with your child's class teacher at the earliest opportunity.

It is not appropriate to publicise any concerns you may have on social networking sites. Please speak, or write to someone at the school at your earliest convenience, rather than using any other means.

Concerns or complaints should not be raised with individual governors. They have no power to act on an individual basis and it may prevent them from considering a formal complaint in the future.

The school considers any concerns very seriously and most problems can be resolved following discussion and a shared understanding of the issues. All members of staff work very hard to ensure that each child is happy at school and is making good progress and they always want to know if there is a problem so they can help to resolve it.

### **Stage 1 – Formal Procedure:**

Most concerns are resolved informally, however if you remain dissatisfied and wish to take the matter further by making a formal complaint you can let us know in person, by telephone or in writing.

There is a complaint form (Appendix 1) attached to this procedure which can be helpful to complete. The aim of the form is to give us as clear an understanding as possible of your complaint and includes a section on what actions you feel would resolve the problem. If you would like support in completing the form from someone unconnected with the complaint, please let us know and we would be happy to organise this for you.

If you are making your complaint in writing, it should be returned to the Co-headteachers (marked Private and Confidential) via the school office, unless:

- The complaint is about the Co-headteacher. In this case it should be returned to the chair of the governing body at the school address (marked Private and Confidential)
- The complaint is about the Chair of the Board, an individual governor or the whole Governing Board. In this case it should be addressed to the Clerk to the Governing Board at the school address (marked Private and Confidential)

You will receive an acknowledgement of the receipt of your written complaint within **5 school days**.

### **Investigation:**

An investigation will be carried out into the complaint and the way it has been handled by the school. This will include a review of any relevant documentation and information and seeking the views of relevant people, where necessary.

If the investigation is to be carried out by the Co-headteacher, they may delegate this to another member of the school's senior leadership team but not the decision to be taken.

If the complaint is about the Co-headteacher or a member of the Governing Board (including the Chair or Vice-Chair) a suitably skilled governor will be appointed to complete the investigation.

If the complaint is about the Chair / Vice-Chair of Governors jointly, the whole Governing Board or the majority of the Governing Board, the investigation will be considered by an independent investigator appointed by the Governing Board.

The person undertaking the investigation will normally write to you with the outcome of this process **within 15 school days** of receiving the complaint. If they are unable to meet this deadline, they will provide you with an update and revised response date.

If, at any time, it becomes apparent that the complaint is a disciplinary or capability issue, the matter will be dealt with by following the appropriate procedure rather than the complaints procedure. You will be notified if this is the case with your complaint, however, you are not entitled to know which procedure, or the final outcome, because of the right to confidentiality of the member of staff involved.

### **Stage 2 – Formal Procedure:**

Following the outcome of the investigation at stage 1, if you feel your concern has not been resolved, you may choose to move to Stage 2 of the formal procedure. You must let the school know if you wish to do this **within 15 school days** of the completion of Stage 1. Requests received out of this time frame will only be considered in exceptional circumstances.

At this stage the complaint will be considered by the Governing Boards' Complaints Committee. This will be made up of a panel of three governors, who will meet to consider the complaint and make a final decision about it on behalf of the Governing Board. Panel members will have no detailed prior knowledge of the complaint, or connection with you. The meeting will normally take place within **15 school days** of your request.

If the complaint is:

- Jointly about the Chair and Vice Chair or
- The entire Governing Board or
- The majority of the Governing Board

the complaint will be heard by a panel of independent governors co-opted for this purpose.

The committee will decide whether to deal with the complaint by inviting all parties to a meeting or through written representations, but in making their decision they will be sensitive to the complainant's needs.

If you are invited to attend the meeting, you will be contacted by the school to inform you of the date, time and venue of the meeting. Any further written material to be submitted to the committee will also be requested. If you reject the offer of three proposed meeting dates, without good reason, the school will decide when to hold the meeting. It will then proceed in your absence on the basis of written submissions from all parties.

Any written material will be circulated to all parties at least **5 school days** before the date of the meeting. The committee will not normally accept as evidence recordings of conversations that were obtained covertly and without the informed consent of all parties being recorded.

If you attend the meeting, you may bring someone along to provide support. This can be a relative or friend. Generally, we do not encourage any party to bring legal representative to the committee meeting. However, there may be occasions when legal representation is appropriate. For instance, if a school employee is called as a witness in a complaint meeting, they may wish to be supported by union and / or legal representation.

The meeting will be clerked by an independent clerk to the panel in the interests of all parties. Appendix 2 outlines the process that will be followed at a panel meeting. The committee will not review any new complaints at this stage or consider evidence unrelated to the initial complaint.

### **Outcome of the Panel Hearing:**

The committee will write to you with its conclusion within **5 school days** of the meeting, and its decision is final.

The committee can:

- Uphold your complaint in whole or in part
- Dismiss your complaint in whole or in part

If the complaint is upheld in whole or in part, the committee will:

- Decide on the appropriate action to be taken to resolve the complaint
- Where appropriate, recommend changes to the school's systems or procedures to prevent similar issues in the future.

An explanation of the committee's decision and any actions or recommendations will be detailed in the letter to you communicating the outcome of the complaints panel.

### **Next Steps:**

If you are still not satisfied, you may wish to put your complaint to the Department for Education who can review whether the school has acted in accordance with the published complaints procedure and whether they have acted reasonably and lawfully.

The Department of Education can be contacted via:

- National Helpline 0370 000 2288
- online at: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)
- by writing to the Department for Education, Piccadilly Gate Store Street Manchester M1 2WD

### **Serial or Persistent Complaints:**

The school is committed to dealing with all complaints fairly and impartially. We will not normally limit the contact complainants have with our school. Unfortunately, in a small minority of cases, people pursue their complaints in a way which is unacceptable or which can impede the investigation of their complaint. This can have significant resource issues for the school.

The school defines unreasonable behaviour as that which hinders our consideration of complaints, such as if the complainant:

- refuses to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance
- refuses to co-operate with the complaints investigation process
- refuses to accept that certain issues are not within the scope of the complaints procedure
- insists on the complaint being dealt with in ways which are incompatible with the complaints procedure
- introduces trivial/irrelevant information and insists on it being taken into account and commented on
- makes unjustified complaints about staff who are trying to deal with the issues
- changes the basis of the complaint as the investigation proceeds
- repeatedly makes the same complaint (despite previous investigations or responses concluding that the complaint is groundless or has been addressed)
- refuses to accept the findings of the investigation into that complaint where the school's complaint procedure has been adhered to
- seeks an unrealistic outcome
- makes excessive demands on school time by frequent, lengthy and complicated contact with staff regarding the complaint in person, in writing, by email and by telephone while the complaint is already being dealt with
- uses threats to intimidate
- uses abusive, offensive or discriminatory language or violence
- knowingly provides falsified information
- records meetings or conversations regarding the complaint without consent

- publishes unacceptable information on social media or other public forums

Whenever possible, the Headteacher or Chair of Governors will discuss any concerns with the complainant informally before considering behaviour to be unreasonable.

If the behaviour continues, the Headteacher will write to the complainant explaining that their behaviour is unreasonable and ask them to change it. For complainants who excessively contact the school causing a significant level of disruption, we may specify methods of communication and limit the number of contacts in a communication plan. This will be reviewed after six months.

In response to any serious incident of aggression or violence, we will immediately inform the police and communicate our actions in writing. This may include barring an individual from the school.

### **Equality Impact Assessment:**

We will consider making reasonable adjustments if required, to enable complainants to access and complete this complaints procedure. For instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.

### **Monitoring and Review:**

The governing body monitors the complaints procedure, in order to ensure that all complaints are handled properly. The Headteacher logs all formal complaints received by the school and records how they were resolved. Governors examine this log on an annual basis and consider the need for any changes to the procedure.

## Flowchart Summary\*

**Concern Raised**  
Initial concern raised with a member of staff.

**Resolved?** → **Yes.** No further action

**No** – You should discuss your concerns with the Headteacher.

**Resolved?** → **Yes.** No further action

**No - Stage 1 – Formal Complaints Procedure**  
You can let us know in person, by telephone or in writing if your concerns have not been resolved and you would like to move to the formal stage of the Complaints Procedure.

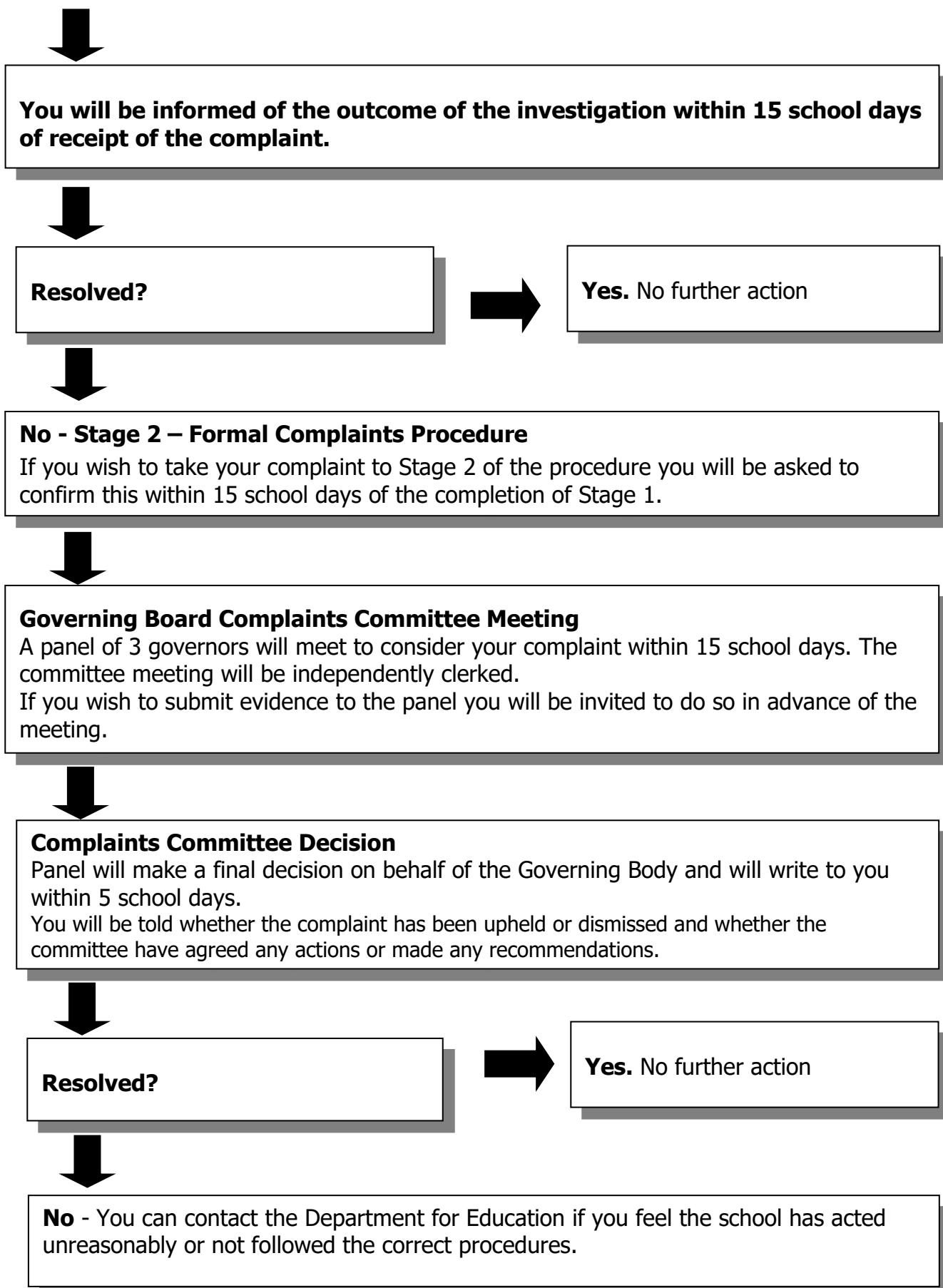


**Receipt of written complaint acknowledged in 5 school days.**



Complaint is investigated by

- Headteacher or Chairman of Governing Board
- A nominated Governor if it is about the Headteacher or a Governor
- An independent investigator if it is about Chair and Vice Chair jointly, the whole Governing Board or the majority of the Governing Board.





**APPENDIX 1 - COMPLAINT FORM**

Please complete and return this form to ..... (Co-headteacher / Clerk / complaints co-ordinator / designated governor) who will acknowledge receipt and explain what action will be taken.

Your name:
Pupil's name (if relevant):
Your relationship to the pupil (if relevant):
Address:
Postcode:
Day time telephone number:
Evening telephone number:
Please give concise details of your complaint, including dates, names of witnesses etc, to allow the matter to be fully investigated.
What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to/write 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 ONLY:

Date acknowledgement sent:

By who:

Complaint referred to:

Date:

## **APPENDIX 2 - At the Panel Hearing**

- After introductions, the complainant will be invited to explain their complaint, and be followed by their witnesses (if any).
- The Co-headteacher/Chair of Governors/Investigating Officer may question both the complainant and the witnesses after each has spoken.
- The Co-headteacher/Chair of Governors will then invited to explain the school's actions and be followed by the school's witnesses (if any).
- The complainant may question both the Co-headteacher/Chair of Governors and the witnesses after each has spoken.
- The panel may ask questions at any point.
- The complainant is then invited to sum up their complaint.
- The Co-headteacher/Chair of Governors is then invited to sum up the school's actions and respond to the complaint.
- The Chair of the panel explains that both parties will hear from the panel within five school days.
- Both parties leave together while the panel decides on the issues.
- The clerk remains to support the panel.

### APPENDIX 3 – Areas not covered by these procedures

Admissions and School Reorganisation Proposals	Concerns about admissions or school reorganisation proposals should be raised with the Local Authority <a href="https://www.buckinghamshire.gov.uk/schools-and-learning/">https://www.buckinghamshire.gov.uk/schools-and-learning/</a>
Statutory Assessment of SEND	Buckinghamshire SEND Information and Advice <a href="https://familyinfo.buckinghamshire.gov.uk/send/">https://familyinfo.buckinghamshire.gov.uk/send/</a>
Matters likely to require a Child Protection Investigation	Complaints about child protection matters are handled under the child protection policy and in accordance with relevant statutory guidance. If you have serious concerns, you may wish to contact the local authority <a href="https://www.buckinghamshire.gov.uk/care-children-and-families/child-protection-and-safeguarding/">https://www.buckinghamshire.gov.uk/care-children-and-families/child-protection-and-safeguarding/</a>
Exclusion of children from school	Further information about raising concerns about exclusion can be found at: <a href="https://www.gov.uk/government/publications/school-exclusion">https://www.gov.uk/government/publications/school-exclusion</a> Local Authority <a href="https://www.buckscc.gov.uk/services/education/education-support/exclusion-and-reintegration/">https://www.buckscc.gov.uk/services/education/education-support/exclusion-and-reintegration/</a>
Whistleblowing	We have an internal whistleblowing procedure for all our employees, including temporary staff and contractors.  The Secretary of State for Education is the prescribed person for matters relating to education for whistleblowers in education who do not want to raise matters direct with their employer. Referrals can be made at: <a href="http://www.education.gov.uk/contactus">www.education.gov.uk/contactus</a>  Volunteer staff who have concerns about our school should complain through the school's complaints procedure. You may also be able to complain direct to the LA or the Department for Education (see link above), depending on the substance of your complaint.
Staff grievances	Complaints from staff will be dealt with under the school's internal grievance procedures.
Staff conduct	Complaints about staff will be dealt with under the school's internal disciplinary procedures, if appropriate. Complainants will not be informed of any disciplinary action taken against a staff member as a result of a complaint. However, the complainant will be notified that the matter is being addressed.
Complaints about services provided by other providers who may use school premises or facilities	Providers should have their own complaints procedure to deal with complaints about service. Please contact them direct.
National Curriculum - content	Please contact the Department for Education at: <a href="http://www.education.gov.uk/contactus">www.education.gov.uk/contactus</a>
Collective Worship	Complaints about the content of the daily act of collective worship should be signposted to: <ul style="list-style-type: none"> <li>• The Local Authority</li> <li>• The local Standing Advisory Council on Religious Education</li> </ul>