



Complaints Procedure Policy

In Shaftesbury Nursery School, we take complaints very seriously. We have the best interests of our pupils and their families at the centre of all we do. In this regard, we encourage anyone with a concern to speak to us as soon as possible. If concerns are dealt with at an early stage, then they are more likely to be resolved and there is no unnecessary dissatisfaction.

School Context

Shaftesbury Nursery is a purpose-built nursery, traditionally catering for the needs of pre-school children in the local area and beyond. We have a strong focus on meeting the individual needs of the child to promote learning and independence. We develop respectful relationships with the children and, through skillful interactions and observations of their behaviour, plan activities accordingly to maximise children's involvement in their play and build on their learning.

Ethos

At Shaftesbury Nursery School we promote the development of happy, secure, confident children who are motivated to be independent in their learning. We believe that the purpose of nursery education is to provide effective and active learning experiences which equip children with the skills, knowledge and understanding for lifelong learning. We nurture the children to have a respect for themselves, others and the world around them within the caring and supporting ethos which permeates our School. We promote strong partnerships with parents to support children in realising their full potential.

Motto

The motto of our school is '*Little feet taking giant steps.*' This reflects the fact that we believe young children are very competent learners and a high-quality play-based, early years experience will enable each child to move forward with confidence.

Vision

We will provide a safe, happy, inclusive, nurturing and stimulating environment in which we aim to meet the unique needs of each child. We will collaborate with families to support children's growth and development from the moment they enter school to enable them to reach their full potential as they develop to become happy, secure, confident children.

Mission

We aim to: -

- ✓ Provide pupils with a variety of high-quality experiences as we assist them to become confident and independent learners.
- ✓ Encourage pupils to develop positive attitudes to their learning both now and in the future.
- ✓ Continue to develop our highly skilled staff team to meet the needs of all pupils.
- ✓ Work in partnership and collaborate with parents to develop their children's personal, social and emotional skills.
- ✓ To strengthen our partnerships and community links to ensure that families are supported and that pupils are provided with the best opportunities as they commence their educational journey.

At Shaftesbury Nursery School, we take complaints seriously.

Many issues can be addressed simply by talking to the relevant staff in school who will be happy to help. Open communication and regular engagement between the school staff and the wide range of users is vital to the effective management of the school and is vital to nurturing positive relationships within our whole school community.

We welcome communication with our staff. Parents / carers can do this by contacting staff in person each day or by telephone on 02890321903 or via email to the principal at sgillespie467@c2ken.net

We take all issues seriously and make every effort to resolve matters as quickly as possible. If you wish to make a complaint, please follow the School Complaints Procedure.

Aims of the Complaints Procedure

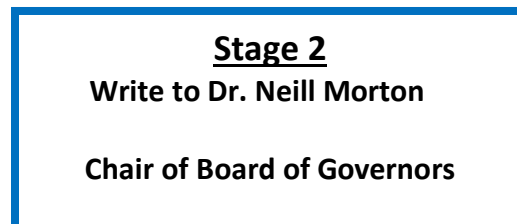
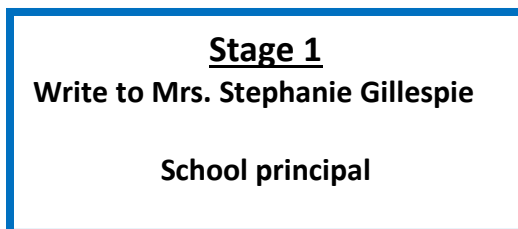
When dealing with Complaints our school aims to:

- Encourage resolution as quickly as possible.
- Provide timely responses.
- Keep complainants informed of progress.
- Ensure a full and fair investigation of your complaint.
- Have due regard for the rights and responsibilities of all parties involved.
- Respect confidentiality.
- Fully address complaints and provide an effective response.
- Take appropriate action to rectify the issue and prevent it happening again.
- Be responsive to learning from outcomes that will inform and improve practice within the school.
- Provide a process that is simple to understand and use.
- Be impartial.
- Be non-adversarial.

Availability of Procedure

A copy of this Procedure is available on the school's website or is available from the school on request.

Complaints Procedure – at a glance *(see flowchart also.)*



Time Limit

To enable complaints to be resolved, please contact the school as soon as possible. Unless there are exceptional circumstances, complaints will normally only be considered within 6 months of the date of the incident(s) about which you are complaining.

Stage One

When making a complaint, contact the school principal who will arrange for the complaint to be investigated. If the complaint is about the principal, proceed to Stage Two. The school requires complaints to be made in writing. Where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process.

When writing your complaint, please provide clear information and include the following:

- Your name and contact details
- What your complaint is about – please try to be specific
- What you have already done to try to resolve it and
- What you would like the school to do to resolve your complaint

The principal will normally acknowledge the complaint as soon as possible but within 10 school working days. This will be a short response, and you will be sent a copy of (or a link to) the school's complaints procedure. A final response will normally be made within 20 school working days of receipt of the complaint. This response will be issued in writing and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld. If, for any reason, the consideration of a complaint takes longer to complete, you will be informed of revised time limits and kept updated on progress.

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

If you remain unhappy with the outcome at Stage One, the complaint may be progressed to Stage Two which is overseen by the board of governors.

Stage Two

If your complaint is about the principal or if the complaint is unresolved after Stage One, write to the chairperson of the board of governors. Where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process. The letter can be left at the school office and marked 'private and confidential'. The chairperson will convene a committee to consider the complaint.

In the case of the complaint being about the principal, this committee will investigate the complaint.

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Please provide clear information and include the following:

- Reason(s) why you disagree with the stage one findings
- Any aspect in which you think that the school's complaints procedure was not fully followed

The chairperson of the committee will normally acknowledge the complaint as soon as possible but at least within 10 school working days. A final response will normally be made within 20 school working days from date of receipt of the second letter. The response will be issued by the chairperson of the committee and will indicate, with reasons, whether the complaint has been upheld, partially upheld or not upheld.

If, for any reason, the review of a complaint takes longer to complete, complainants will be informed of revised time limits and kept updated on progress.

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

Northern Ireland Public Services Ombudsman (NIPSO) www.nipso.org.uk

If following Stage Two you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO).

The Ombudsman provides a free, independent and impartial service for handling complaints about schools in Northern Ireland. You have the right to complain to the Ombudsman if you feel that you have been treated unfairly or have received poor service from a school and your complaint has not been resolved to your satisfaction.

A complaint should normally be referred to NIPSO within six months of the final response from the school. The school must advise in its concluding letter that the complaint may be referred to the NIPSO if you remain dissatisfied.

Contact details for NIPSO are provided below.

Northern Ireland Public Services Ombudsman
Office of the Northern Ireland Public Services Ombudsman
Progressive House
33 Wellington Place
Belfast
BT1 6HN

Freepost: FREEPOST NIPSO
Telephone: 02890 233821
Freephone: 0800 34 34 24
Email: nipso@nipso.org.uk
Web: www.nipso.org.uk

Scope of the Complaints Procedure

A complaint is described as an expression of dissatisfaction with our work.

Our school Complaints Procedure sets out how any expression of dissatisfaction relating to the school will be managed. By taking complaints seriously at the earliest possible stage, it is hoped that they can be resolved quickly and effectively.

Some examples of complaints that may be dealt with:

- Not following school policy
- Communication delays / lack of communication
- Difficulties in staff / pupil relationships

This procedure should not be used for complaints with separate established procedures, however if your complaint relates to the school's failure to correctly administer any of these procedures, then you may complain by means of this procedure. Some examples of statutory procedures and appeal mechanisms, which are not part of the school's complaints procedure, are listed below. The list is not exhaustive. The principal/ chair of governors will advise on the appropriate procedure to use when a complaint is raised.

Matters may still be referred to NIPSO, if it is felt that maladministration has occurred.

Exceptions	Contact
Admissions / Expulsions / Exclusion of children from school	preschooladmissions@eani.org.uk
Statutory assessments of Special Educational Needs (SEN)	cyps-send@eani.org.uk
School Development Proposals	feedback@eani.org.uk

Anonymous Complaints

The school will not ordinarily investigate anonymous complaints, unless deemed by the chairperson of the board of governors to be of a very serious nature. The decision to deal with such complaints will be at the discretion of the chairperson of the board of governors.

What to Expect Under the Complaints Procedure

Your rights as a person making a complaint. In dealing with complaints, we will ensure:

- Fair treatment.
- Courtesy.
- A timely response.
- Accurate advice
- Respect for privacy – complaints will be treated as confidentially as possible allowing for the possibility of consultation with other appropriate parties about the complaint; and
- Clear reasons for decisions.

Your responsibilities as a person making a complaint

When making a complaint it is important that you:

- Raise issues in a timely manner
- Treat our staff with respect and courtesy
- Provide accurate and concise information in relation to the issues raised
- Use these procedures fully and engage with them at the appropriate levels

Rights of parties involved during the investigation

Where a meeting is arranged parties may be accompanied but not represented by another person.

Complainant: - should be informed that they may be accompanied but not represented by another person during the process *e.g. spouse, friend, family member or interpreter*, provided this person is not offering legal representation or acting in an official capacity.

If the complainant feels unable to speak on their own behalf, they may avail of support from

outside agencies as agreed with the school. (Local MLAs / Councillors / Citizens' Advice Bureau / Parenting NI / Children's commissioner)

Staff Members: - should be informed that they may be accompanied or represented by another person during the process e.g. union representative, colleague.

Pupils: permission should be sought from parents / guardians and parents, guardians or other nominated adult should accompany pupils.

It may be appropriate to seek a written statement if a person is unable to meet for any reason.

Parties should normally be informed when a complaint is made against them and be able to see relevant correspondence.

This Procedure does not take away from the statutory rights of any of the participants.

Timeframes

Stage One – Normally acknowledge as soon as possible but at least within 10 school working days, with final response normally provided within 20 school working days

Stage Two – Normally acknowledge as soon as possible but at least within 10 school working days, with final response normally provided within 20 school working days

If, for any reason, the consideration / review of a complaint takes longer to complete, complainants will be informed of revised time limits and kept updated on progress.

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

Equality

The school requires complaints to be made in writing. Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process.

Unreasonable Complaints

The school is committed to dealing with all complaints fairly and impartially, and to providing a high-quality service to those who complain. There will be occasions when, despite all stages of the complaints procedure having been completed and the complaint has been reviewed by the Ombudsman, the complainant remains dissatisfied. The school must balance the rights of an individual to make a complaint and have it fairly investigated with the rights of staff not to be subjected to unacceptable actions or behaviour.

Any decision to treat a complainant as unreasonable must consider the need to ensure that the complaints procedure is being fairly applied and every attempt has been made to communicate and address concerns about behaviour/conduct with the complainant. In the event that such a decision has been taken, the complainant will be advised accordingly.

Monitoring and evaluation

Policy: November 2025

Signed by Principal:

Signed by Chair of Governors:

Policy reviewed:

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