

Kingsmills Primary School

'Play, discover, learn, grow'



Complaints Procedure January 2019

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1. FOREWORD

At Kingsmills Primary School, we take complaints very seriously. We have the best interests of all 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.

Communicate with us.

Many issues can be addressed simply by communicating with 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.

We welcome open communication with our staff.

Ways to communicate with staff;

- *Phone to make an appointment unless it is a matter that can be resolved quickly with a quick chat at the end or start of the day.*
- *Email the relevant member of staff using the following email addresses:
hwright575@c2kni.net
rherron423@c2kni.net
fscroggie294@c2kni.net
vcourtney266@c2kni.net*
- *Teachers should ensure the Principal is kept informed of any such communication.*
- *Concerns about matters other than in the classroom should be raised with the Principal.*

We take all concerns seriously and make every effort to resolve matters as quickly as possible.

SHOULD THIS ENGAGEMENT WITH THE CLASS TEACHER NOT RESOLVE THE ISSUE THEN WE WOULD ADVISE YOU OF THE FORMAL PROCEDURE OUTLINED BELOW IN SECTION 3.

2. AIMS OF COMPLAINT'S PROCEDURE

When dealing with complaints the school will;

- encourage resolution of all concerns as quickly as possible
- provide timely responses to concerns and complaints
- keep you informed of progress
- ensure a full and fair investigation of your complaint where appropriate
- 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 where appropriate
- be responsive to learning from outcomes which will inform and improve practice within the school.

A copy of this Procedure is given to the families of new pupils on admission and to current families every other year. It is available from the school at any time and is on our school website: www.kingsmillsp.s.co.uk. The policy is available in the parents' area of the school entrance porch and the flow chart is displayed on the parents' Information Board in the entrance porch.

3. COMPLAINTS PROCEDURE –AT A GLANCE

Informal Stage

Speaking with Teacher or Principal.

In the first instance, a complaint should normally be raised verbally with the teacher concerned or Principal, so that s/he may have an opportunity to address the issue(s). **Please observe the school’s existing protocols for arranging and conducting such meetings and follow the school’s policy with respect to access to members of staff.**

This approach will not prevent you from choosing to enter the formal process at a later stage, if you believe that to be an appropriate course of action.

Formal Stage

Having first spoken to staff in an attempt to resolve the issues, the following procedure should be followed.



Time Limit

Please contact the school as soon as possible, unless there are exceptional circumstances, complaints will normally (see guidance) only be considered within 6 months of origin of the complaint to the school.

Stage One

When making a complaint, contact the school Principal, at school, 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. (see guidance notes for further information)

Please provide as much information as possible including;

- name and contact details
- what the complaint is about
- what has already been done to try to resolve it and

- what you would like the school to do to resolve the complaint.

The complaint will normally be acknowledged within 10 school working days and a response normally made within 20 school working days of receipt of the complaint. This response will be issued in writing by the Principal and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld.

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

If you remain unhappy with the outcome at Stage 1, the complaint may be progressed to Stage 2 which is overseen by the Board of Governors.

Stage Two

If the complaint is unresolved after Stage One, write to the Chairperson of the Board of Governors Mrs Dorothy Hanna, (*care of the school and marked 'Private and Confidential'*). Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process. The Chairperson will convene a committee to review the complaint. Please provide as much detail as possible as indicated above.

The complaint will normally be acknowledged within 5 working days and a final response normally made within 20 working days from date of receipt of the complaint. The response will be issued in writing by the Chairperson of the committee.

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

Northern Ireland Public Services Ombudsman (NIPSO)

If following Stage Two you remain dissatisfied with how your complaint has been dealt with, 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 a 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:

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

4. SCOPE OF COMPLAINTS PROCEDURE

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

Some examples of complaints dealt with;

- not following school policy
- communication delays / lack of communication
- difficulties in staff / pupil relationships.

4.2 Complaints with separate established procedures

Some examples of statutory procedures and appeal mechanisms are listed below. The list is not exhaustive. The Principal/ Chair of Governors will advise on the appropriate procedure to use when the complaint is raised.

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

Exceptions	Contact
<ul style="list-style-type: none">• Admissions / Expulsions / Exclusion of children from school	Contact www.eani.org.uk Director of Operations and Estates Sara Long
<ul style="list-style-type: none">• Statutory assessments of Special Educational Needs (SEN)	Contact www.eani.org.uk Director of Children and Young People's Services Dr Clare Mangan
<ul style="list-style-type: none">• School Development Proposals	Contact www.eani.org.uk Director of Education John Collings
<ul style="list-style-type: none">• Child Protection / Safeguarding	Contact www.eani.org.uk Director of Children and Young People's Services Dr Clare Mangan

4.3 The school will not normally investigate anonymous complaints, unless deemed by the Chairperson of the Board of Governors to be of a serious nature. The decision of whether to deal with such complaints will be at the discretion of the Board of Governors. *(see guidance notes for further information)*

5. WHAT TO EXPECT UNDER THIS PROCEDURE

5.1 Your rights as a person making a complaint

In dealing with complaint 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.

5.2 Your responsibilities as a person making a complaint

In making a complaint it is important to;

- 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.

5.3 Rights of parties involved during the investigation

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

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

5.4 Timeframes

Where concerns are raised with the relevant Teacher or Principal, a response will normally be provided during the meeting or within an agreed timeframe.

Stage 1 – Normally acknowledge within 10 school working days, response normally within 20 school working days

Stage 2 – Normally acknowledge within 10 school working days, response normally within 20 school working days

If, for any reason, the review 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.

6. MAKING A COMPLAINT

6.1 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.

6.2 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, and to those to whom the complaint has been made against.

There will be occasions when, despite all stages of the complaints procedure having been completed and the complaint having been reviewed by the Ombudsman, the complainant remains dissatisfied. If they try to re-open the same issue, the Chair of Governors will inform them that the procedure has been completed and that the matter is now closed.

If the complainant repeatedly continues to contact the school with the same issue it may choose not to respond.

Signed:

_____ (Acting Principal)

_____ (Chair of Board of Governors)

Kingsmills Primary School Complaints Procedure

Step 1- **Oral**

Comment/complaint made to **relevant member of staff**



Step 2 – **Oral**

Comment/complaint made to **Principal** verbally.



Step 3- **Written**

Formal written comments/complaints made to the **Principal**



Step 4 – **Written**

Formal written comments/complaints made to **Chairperson** of Governors (Mrs Dorothy Hanna) and referred to sub - committee.



Step 5 - **Appeals Process**

Written request to Chairperson (within 10 working days of receiving written feedback from step 4) to have case heard by appeals sub- committee of Board of Governors



If following these steps, you remain unsatisfied with the outcome of your complaint you can refer the matter to the office of Northern Ireland Public Services Ombudsman.

Tel: 0800 34 34 24