

St. John the Baptist Primary School

Bunscoil Eoin Baiste



Complaints Policy

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1. Introduction

This policy will apply to all complaints received after the date it is ratified by the Board of Governors. If a complaint was received prior to this date, it will be dealt with in accordance with the previous policy. We recommend that, in the first instance, issues or concerns are raised with the staff as indicated within the communication chart below. By having informal discussions, we hope that issues or concerns can be addressed by talking to the relevant staff. Open communication and regular engagement between the school, parents/carers and other stakeholders is vital to nurturing positive relationships within the whole school community.

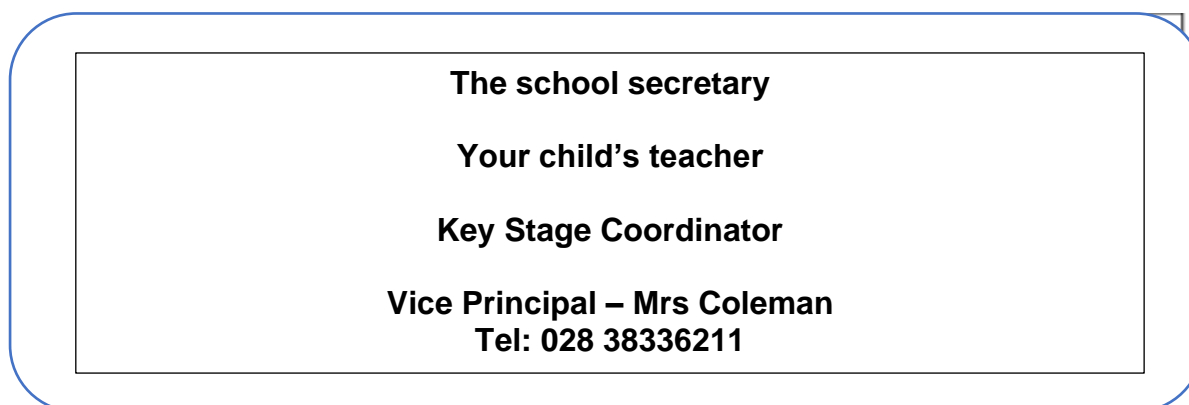
1.1. School Information

St. John the Baptist Primary School, Bunscoil Eoin Baiste is at the heart of the community. We are a happy, welcoming, caring, respectful and inclusive learning community. We are proud to be driven by Catholic Ethos and accepting of diversity, in which every member of our school family can grow, learn and excel in a safe environment becoming valued members of society. We strive to encourage, educate and nurture our children while focusing on them, their health and well-being and the curriculum.

We welcome communication with our staff. Parents / carers / members of our school community can do this by contacting staff as outlined below:

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

1.2. Communication Chart



If you wish to make a complaint, please follow the School Complaints Procedure below.




2. Scope of the Complaints Procedure

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

2.1 Complaints with Established Procedures

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 dealt with:

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

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.

Exceptions
<ul style="list-style-type: none">• Admissions / Expulsions / Exclusion of children from school• Statutory assessments of Special Educational Needs (SEN)• School Development Proposals• Child Protection / Safeguarding

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.





2.2 Anonymous Complaints

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

3. Aims of the Complaints Procedure

3.1. 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;

- ④ Have due regard for the rights and responsibilities of all parties involved;
- ④ Respect confidentiality;
- ④ Fully address complaints and provide an effective response;
- ④ Take appropriate action to rectify the issue and prevent it happening again;
- ④ Be responsive to learning from outcomes that will inform and improve practice within the school.
- ④ Provide a process that is simple to understand and use;
 - be impartial;
 - be non-adversarial.

3.2. Availability of Procedure

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

4. Complaints Procedure – At a Glance

Stage One
Write to the Principal

Stage Two
Write to the Chairperson of Board of Governors

4.1. Time Limit

To enable complaints to be resolved, please contact the school in writing as soon as possible. Please clearly indicate that you are submitting a complaint. 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.

4.2. 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:

- ④ Your name and contact details
- ④ 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 a panel of the board of governors.

4.3. 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 panel of not less than three governors to consider the complaint.

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

Please provide clear information and include the following:

- Reason(s) why you disagree with the stage one findings; and
- Any aspect of the school's complaint policy which you think was not fully followed.
- Alternatively, if your complaint is about the principal please provide details as set out in paragraph 4.2 above.

The chairperson of the panel will normally acknowledge the complaint as soon as possible but at least within 10 school working days. A final response will normally made within 25 school working days from date of receipt of the second letter. The response will be issued by the chairperson of the panel 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.

4.4 Record of Complaints

A record of complaints received, acknowledged and completed will be kept by the school for

tracking purposes. This record will include all relevant dates to ensure that timescales committed to in this policy are met. This record will be reported to the Board of Governors at each of its meetings.

4.5 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 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 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

5. What To Expect Under This Procedure

5.1 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.

5.2 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
- ⊗ Be mindful of the school's requirements to comply with The General Data Protection Regulations and the Data Protection Act 2018

5.3 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, colleague¹

Pupils: permission should be sought from parents / guardians and parent, guardian 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.

5.4 Timeframes

¹ For information on workers' statutory rights to be accompanied, this should be read in accordance with Section 3 of the LRA's Code of Practice on Disciplinary and Grievance Procedures (Paras 110-116). Please note that if you decide not to bring union representation to a meeting after being advised it is your right to do so, the meeting will not be further postponed to allow you to be accompanied after the meeting has begun.

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 25 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.

5.5 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.

5.6 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 take into account 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.