



# BEAUCHAMPS HIGH SCHOOL

Beauchamps Drive, Wickford, SS11 8LY  
Headteacher: Mathew Harper BA Hons, NPQH



## Responding to Concerns and Complaints Policy

School Policy/Procedure No: F66

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(by Personnel Committee)

### **POLICY STATEMENT ON HANDLING CONCERNS AND COMPLAINTS FROM PARENTS, MEMBERS OF THE WIDER COMMUNITY AND EX-STUDENTS**

1. This policy statement sets out the school's approach to dealing with concerns and complaints.
2. We value good home/school relations and will, therefore, do everything we can to establish and maintain them. This includes seeking to resolve any concerns or complaints promptly, and to the satisfaction of all concerned.
3. We welcome feedback on what parents and others feel we do well, or not so well, as a school. We will consider carefully all feedback, whether positive or negative, and will review our policies and practices accordingly.
4. We will treat all concerns and complaints seriously and courteously and will advise parents and others of the school's procedures for dealing with their concerns. In return, we expect parents and other complainants to behave respectfully towards all members of the school community. In particular, any disagreement with the school should not be expressed inappropriately or in front of students.
5. All school staff, teaching and non-teaching; and members of the Governing Body, will receive a copy of this policy statement and will be familiar with the school's procedures for dealing with concerns and complaints, to which they will have access as required.
6. The school's procedures will be reviewed regularly and updated as necessary.
7. Staff and Governors will receive training in handling concerns and complaints as appropriate. This may be on an individual basis; or as a group activity for all staff; or for specific groups, such as the office staff or members of the Governing Body.
8. Whilst we will seek to resolve concerns and complaints to the satisfaction of all parties, it may not be possible to achieve this in every case. We will, therefore, use our option to close a complaint before all the stages of the school's procedures have been exhausted, if this appears to be appropriate.
9. The Government advocates the resolution of concerns and complaints at school level wherever possible, in the interests of maintaining good home/school relations.

## **INTRODUCTION –SCHOOLS AND THEIR COMMUNITIES WORKING TOGETHER**

The Governing Body of Beauchamps High School endeavour to work in partnership with parents and the local community and acknowledge that on occasions a formal procedure which provides an accessible system for dealing with concerns/complaints is necessary to stop minor problems growing into major disputes.

This procedure sets out the process by which the Governing Body will seek to respond to complaints. However, it is not a substitute for normal day to day contact with the school.

With a commitment from all concerned to resolve any such concerns calmly and rationally, we can work with you to try to achieve the most appropriate solution.

You are welcome to see a copy of any of our school policies. We can also provide you with a copy to take away, if you wish, though we have to make a small charge to cover photocopying costs. Please enquire at the school office.

### **1. PARENTAL COMPLAINTS:**

**As partners in your child's education, we all need to approach any difficulties calmly, and without aggression, so that we can work on the concern constructively together.**

Children of any age are more likely to be happy at school, and to achieve their best, if their parents take an active interest in their education and welfare during the time the child is in school. We value the involvement of parents and carers in the life of our school and offer many opportunities for you to take part in your child's education here, for example:

- Focus Groups
- Parents Evenings
- Parent Governors
- Friends of Beauchamps (Parents' Association)

It is natural that parents may, from time to time, be concerned about some aspect of their child's education or welfare at school. This may, for example, be due to a misunderstanding about the school's approach to aspects of the curriculum, or about the way we deal with certain issues.

We therefore welcome enquiries from parents about these, and other matters, and are confident that in the vast majority of cases we can reassure you by explaining our policies and practices, and how they affect your child.

### **EXPRESSING YOUR CONCERNS**

Our policy is that concerns and complaints should be dealt with locally, that is, at school level. This is because we want to build and maintain good relations with you and to work with you to provide the best possible education for our students. Wherever possible, we prefer to resolve any concerns informally, so as to make the best use of valuable time in supporting all the children in our care.

If, therefore, you have any concerns at all about your child's education or welfare at school, please contact us via the school office to arrange an appointment to discuss your concerns with the appropriate member of staff, usually the Head of Year in the first instance.

From time to time, situations can arise where parents feel that they must state their concern more formally. The procedures set out in this document explain how we handle such cases. At the end of the guidance we explain where else, if necessary, you can get information and advice.

We recognise that parental concerns can give rise to stressful situations for families and the school's staff. We therefore ask you to bring your concerns to us in a spirit of positive willingness to seek a solution, and we will respond accordingly.

## **2. COMPLAINTS FROM OTHER COMMUNITY MEMBERS**

We recognise the role the school has in the local community and appreciate that from time to time members of the wider community may have concerns or complaints. As with other concerns and complaints, our policy is that such concerns or complaints should be dealt with locally – at school level. The procedures set out in this document explain how we handle such cases. At the end of the guidance we explain where else, if necessary, you can get information and advice.

### **OUR PROCEDURES FOR DEALING WITH GENERAL CONCERNS**

The majority of concerns from parents, carers and others are handled under the following procedures, which are divided into three stages:

**Stage 1** aims to resolve the concern through informal contact at the appropriate level in school.

**Stage 2** is the first formal stage at which written complaints are considered by the Headteacher or the designated Governor who has special responsibility for dealing with complaints.

**Stage 3** is the next stage once Stage 2 has been worked through. It involves a complaints review panel of Governors.

Any person expressing a general concern/complaint direct to an individual Governor, or any Governor with a concern/complaint, will be referred to this procedure and asked to follow it.

How each of these stages operates is explained in the following pages.

### **CONCERNS/COMPLAINTS REGARDING PUBLIC EXAMINATIONS**

The Joint Council of Qualifications (JCQ) requires the school to have a written complaints procedure to cover the Centre's delivery or administration of a qualification. Complaints or concerns of this nature should be addressed in writing to the Deputy Headteacher (Teaching and Learning) who will investigate.

### **CONCERNS/COMPLAINTS REGARDING DATA PROTECTION ISSUES**

Any concerns or complaints regarding Data Protection issues should be referred to the Senior Information Risk Officer (SIRO) for the school in the first instance.

The SIRO for the school is the School Business Manager.

For concerns or complaints regarding Subject Access Requests or Freedom of Information requests, please refer to the relevant policies.

## **STAGE 1 - YOUR INITIAL CONTACT WITH THE SCHOOL**

### **A. Parents:**

Many concerns will be dealt with informally when you make them known to us. The first point of contact should be your child's Head of Year.

1. If you have a concern which relates to **your child or a general school matter** you should raise this in the first instance with your child's Head of Year, by letter or telephone. The Head of Year will acknowledge your concern within two working days. We will discuss with you (normally within ten working days) the progress of our enquiries, and will ensure that you are informed what action or monitoring of the situation, if any, has been agreed. The Head of Year may refer the matter on to the relevant Head of Upper or Lower School.
2. If you are not satisfied with the response from the Head of Year or the Head of Upper/Lower School, then you may ask the Headteacher's PA to make an appointment for you to see one of the Deputy Headteachers. Tell the PA who you have already seen and state that you wish to discuss the problem further. The PA may ask you for some general details so that the Deputy Headteacher can have some information ready for your meeting and is more likely to be able to help you quickly. The appointment will be within three working days.
3. If you are still concerned following your discussion with the Deputy Headteacher and the completion of any agreed action, then write a formal letter of complaint to the Headteacher setting out the reasons for your concern.

### **B: Other Community Members:**

1. In the first instance, please contact the Headteacher's PA, who will forward your concern or complaint to the most appropriate member of staff and copied to Senior Leadership Team.
2. If you are not satisfied with the response, then you may follow points 2 and 3 given above (A. Parents).

## **STAGE 2 - FORMAL CONSIDERATION OF YOUR COMPLAINT**

1. This stage in our procedure deals with written complaints. It applies where you are not happy with the informal approach to dealing with your concern, as outlined in Stage 1 above.
2. Normally, your written complaint should be addressed to the Headteacher. If, however, your complaint concerns the Headteacher personally, it should be sent to the school marked "Private and Confidential - for the attention of the Chair of Governors".
3. We will acknowledge your complaint in writing as soon as possible after receiving it. This will be within three working days.
4. We will enclose a copy of these procedures with the acknowledgement.
5. Normally we would expect to respond in full within ten working days, but if this is not possible we will write to explain the reason for the delay and let you know when we hope to be able to provide a full response.
6. As part of our consideration of your complaint, we may invite you to a meeting to discuss the complaint and fill in any details required. If you wish, you can ask someone to accompany you to help you explain the reasons for your complaint.

7. The Headteacher, or Chair of Governors/designated Governor may also be accompanied by a suitable person if they wish.
8. Following the meeting, the Headteacher or Chair of Governors/designated Governor will, where necessary, talk to witnesses and take statements from others involved. If the complaint centres on a student, we will talk to the student concerned and, where appropriate, others present at the time of the incident in question.
9. We will normally talk to students with a parent or carer present, unless this would delay the investigation of a serious or urgent complaint, or where a student has specifically said that he or she would prefer the parent or carer not to be involved. In such circumstances we will ensure that another member of staff, with whom the student feels comfortable, is present.
10. If the complaint is against a member of staff, it will be dealt with under the school's internal confidential procedures, as required by law.
11. The Headteacher or Chair of Governors/designated Governor will keep written/typed, signed and dated records of all meetings and telephone conversations, and other related documentation.
12. Once we have established all the relevant facts, we will send you a written response to your complaint. This will give a full explanation of the Headteacher's or Chair of Governors'/designated Governor's decision and the reasons for it. If follow-up action is needed, we will indicate what we are proposing to do. We may invite you to a meeting to discuss the outcome as part of our commitment to building and maintaining good relations with you.
13. The person investigating your complaint may decide that we have done all we can to resolve the complaint, in which case we may use our discretion to close the complaint at this point (see below).

## **CLOSURE OF COMPLAINTS**

- Very occasionally, a school will feel that it needs regretfully to close a complaint where the complainant is still dissatisfied.
- We will do all we can to help to resolve a complaint against the school, but sometimes it is simply not possible to meet all of the complainant's wishes. Sometimes it is simply a case of "agreeing to disagree".
- If a complainant persists in making representations to the school - to the Headteacher, Chair of Governors or designated Governor, or anyone else, this can be extremely time-consuming and can detract from our responsibility to look after the interests of **all** the children in our care.
- For this reason, **we are entitled to close correspondence (including personal approaches, as well as letters and telephone calls) on a complaint where we feel that we have taken all reasonable action to resolve the complaint.**
- In exceptional circumstances, closure may occur before a complaint has reached Stage 3 of the procedures described in this document.

- The Chair of Governors or designated Governor may decide, therefore, that every reasonable action has been undertaken to resolve the complaint and that a complaints review panel would not help to move things forward.

If we do not close the complaint after Stage 2, you may wish to proceed to **Stage 3**.

### **STAGE 3 - CONSIDERATION BY A COMPLAINTS REVIEW PANEL**

If your concern has already been through Stages 1 and 2 and you are not happy with the outcome, we may agree to set up a complaints review panel to consider it. This is a formal process, and your ultimate recourse at school level. The Chair of Governors or designated Governor has discretion to agree to this form of meeting where he or she feels it would be helpful in resolving the complaint.

The purpose of this arrangement is to give your complaint a hearing in front of a panel of Governors who **have no prior knowledge of the details of the complaint** and who can, therefore, consider it without prejudice.

**The aim of a complaints review panel is to resolve the complaint and to achieve reconciliation between the school and the parent. We recognise, however, that it may sometimes only be possible to establish facts and make recommendations which will reassure you that we have taken your complaint seriously.**

#### **The Complaints Review Panel**

- a) The review panel considering the complaint shall be made up of at least three persons;
- b) A majority of the members of the review panel must be Governors;
- c) The Headteacher may not be a member of the complaints review panel;
- d) The review panel shall appoint a Chair.

The **complaints review panel** operates according to the following formal procedures:

1. The clerk to the Governing Body will aim to arrange for the panel meeting to take place within 20 working days of the Chair of Governors or designated Governor agreeing to convene this form of meeting.
2. The clerk will ask you whether you wish to provide any further written documentation in support of your complaint. You can include witness statements, or ask witnesses to give evidence in person if you wish.
3. The Headteacher will be asked to prepare a written report for the panel. Other members of staff directly involved in matters raised in your complaint will also be asked to prepare reports or statements or give evidence in person.
4. The clerk will inform you, the Headteacher, any relevant witnesses and members of the panel by letter, at least five working days in advance, of the date, time and place of the meeting. We hope that you will feel comfortable with the meeting taking place at the school, but we will do what we can to make alternative arrangements if you prefer.
5. With the letter, the clerk will send you all the relevant correspondence, reports and documentation about the complaint and ask whether you wish to submit further written evidence to the panel.

6. The letter will explain what will happen at the panel meeting and the clerk will also inform you that you are entitled to be accompanied to the meeting. The choice of person to accompany you is your own, but is usually best to involve someone in whom you have confidence but who is not directly connected with the school. They are there to give you support but also to witness the proceedings and to speak on your behalf if you wish.
7. With the agreement of the chair of the panel, the Headteacher may invite members of staff directly involved in matters raised by you to attend the meeting.
8. The chair of the panel will bear in mind that the formal nature of the meeting can be intimidating for you and will do his or her best to put you at your ease.
9. As a general rule, no evidence or witnesses previously undisclosed should be introduced into the meeting by any of the participants. If either party wishes to do so, the meeting will be adjourned so that the other party has a fair opportunity to consider and respond to the new evidence.
10. The chair of the panel will ensure that the meeting is properly minuted. Please understand that any decision to share the minutes with you, the complainant, is a matter for the panel's discretion and you do not have an automatic right to see or receive a copy. Since such minutes usually name individuals, they are understandably of a sensitive and, therefore, confidential nature.
11. Normally, the written outcome of the panel meeting, which will be sent to you, should give you all the information you require. If, however, you feel that you would like to have a copy of the minutes it would be helpful if you could indicate this in advance. If the panel is happy for the minutes to be copied to you, the clerk can then be asked to maintain confidentiality in the minutes.
12. During the meeting, you can expect there to be opportunities for:
  - you to explain your complaint
  - you to hear the school's response from the Headteacher
  - you to question the Headteacher about the complaint
  - you to be questioned by the Headteacher about the complaint
  - the panel members to be able to question you and the Headteacher
  - any party to have the right to call witnesses (subject to the chair's approval) and all parties to have the right to question witnesses
  - you and the Headteacher to make a final statement
13. In closing the meeting, the chair will explain that the panel will now consider its decision and that written notice of the decision will be sent to the Headteacher and yourself **within two weeks**. All participants other than the panel and the clerk will then leave.
14. The panel will then consider the complaint and all the evidence presented in order to:
  - reach a unanimous, or at least a majority, decision on the complaint
  - decide on the appropriate action to be taken to resolve the complaint
  - recommend, where appropriate, to the Governing Body changes to the school's systems or procedures to ensure that similar problems do not happen again.
15. The clerk will send you and the Headteacher a written statement outlining the decision of the panel within two weeks. The letter will explain what further recourse, beyond the Governing Body, is available to you.

16. We will keep a copy of all correspondence and notes on file in the school's records but separate from students' personal records. The Complaints Review Panel will treat your complaint confidentially and objectively.

## **WITHDRAWAL OF COMPLAINTS**

Formal complaints may be withdrawn at any stage by notice in writing.

## **COMPLAINTS ABOUT RACIST INCIDENTS, CASES COVERED BY CHILD PROTECTION ARRANGEMENTS AND CONCERNS ABOUT MEMBERS OF STAFF**

- We are required by law to report to the Local Authority any apparently racially motivated incidents, and cases that come under child protection legislation.
- Allegations of this kind are extremely serious and are treated as such by both the school and the local authority. Parents and others are asked to acknowledge the seriousness of such cases and the implications when unfounded claims are put forward.
- Child protection arrangements may apply in cases where children only are involved and such incidents must also be reported in accordance with established procedures of which all schools are aware.
- Special arrangements, underpinned by employment law, apply in the case of concerns about members of staff, including the Headteacher, other teachers and support staff (both teaching and non-teaching) where potential child protection issues may be involved.
- Depending on the exact nature of your concern, the case may be handled under these special personnel procedures, which are confidential in nature.
- Cases involving staff other than the Headteacher would be investigated by the Headteacher. Concerns about the Headteacher's conduct (not necessarily in connection with a child protection issue) would be investigated by the Chair of Governors or a Governor designated to deal with complaints (the 'designated Governor').

**You are entitled to know that such an investigation has taken place, but under the law the details (what action, if any, has been taken), may not be disclosed. Where appropriate, however, we do take professional advice from our LA personnel adviser, and so you can be assured that such cases are dealt with thoroughly and, where appropriate, disciplinary action is taken.**

The guidance in this document does not cover concerns about the following, for which there are special arrangements laid down by law:

- The school curriculum, collective worship and religious education
- Appeals about admissions
- Appeals about exclusions
- Appeals about assessments and statements of special education needs

## **Complaints concerning the conduct of a Governor, or the Governing Body as a whole**

1. Where a complaint is made which concerns the conduct of a Governor (other than the Chair of the Governing body) or the Governing Body as a whole, the Headteacher shall, on receipt of the formal complaint, refer the matter immediately to the Chair of the Governing Body who



will investigate for the purpose of that complaint. Following an investigation the Chair of the Governing Body will inform the complainant of the decision.

2. The complainant may appeal against the decision of the Chair of the Governing Body, provided that notice is given in writing to the Governing Body within 10 school days of receipt of the decision letter.
3. On receipt of a notice of appeal, the Governing Body shall delegate the investigation and resolution of the complaint on appeal to a review panel of the Governing Body.
4. Where the Governing Body think it appropriate in the interests of fairness, they may, for the purposes of this regulation only, appoint any three people to the review panel to investigate the complaint and make a decision by way of recommendation to the Governing Body, and any decisions of such a review panel shall be by majority decision.

### **Complaints against the Chair of the Governing Body**

1. Where the complaint concerns wholly or in part the conduct of the Chair of the Governing Body, the Headteacher shall, on receipt of the formal complaint, refer the matter immediately to the Clerk of the Governing Body, who shall table the complaint for discussion at the next full meeting of the Governing Body.
2. The Chair shall withdraw from the discussion of the complaint.

### **PUBLICATION OF THE COMPLAINTS PROCEDURE**

1. The existence of the complaints procedures will be publicised:
  - a) in the school Prospectus
  - b) on the school website
  - c) in such other ways as the Governing Body see fit
2. A copy of the complaints procedures will be made available for inspection at the school at the request of any person.

If you are unhappy with the outcome of your complaint, or the way it has been handled at school level, you have the right to refer your complaint to the Secretary of State for Education, who has a duty to consider all complaints raised but will only intervene where the Governing Body has acted unlawfully or unreasonably and where it is expedient and practical to do so. Further information can be obtained from the School Complaints Unit by calling the National Helpline on 03700 000 2288 or by going online at [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus) or by writing to:

Department for Education  
School Complaints Unit  
2<sup>nd</sup> Floor, Piccadilly Gate  
Store Street  
Manchester M1 2WD

You should enclose a copy of any correspondence with the school or Governing Body.

If you are unhappy about the outcome of a complaint relating to a Statutory Request for Information, you may refer your complaint to the Information Commissioner's Office (<https://ico.org.uk/for-the-public/>).

## **OTHER SOURCES OF INFORMATION AND ADVICE**

If your concern is about an aspect of **special needs provision**, which might include information about relevant voluntary organisations and support groups in Essex, you might like to talk to the **Parent Partnership** team on their helpline: **01245 436036**