



**Central Region
Schools Trust**

Founded by the RSA

COMPLAINTS POLICY

Recommended by:

Head of HR (COO)

Ratified by:

Trust Board

Signed:

Position on the Board:

Chair of Trust Board

Ratification Date

04.02.2025

Next Review:

Spring Term 2026

Policy Tier (Central/Hub/School):

Central

POLICY STATEMENT

The Trust needs to know as soon as possible if there is any cause for dissatisfaction. We recognise that a concern which is not resolved quickly and fairly can soon become a cause of resentment, which could be damaging to relationships and to the Trusts' culture.

We intend that parents, pupils and visitors should never feel or be made to feel that a complaint will be taken amiss or will adversely affect a pupils' ability or opportunity at the Trust. However, the policy distinguishes between a concern or a difficulty which can be resolved informally and a formal complaint which will require investigation.

This policy has been created to deal with any complaint against a member of staff or the school as a whole, relating to any aspects of the school or the provision of services. It is designed to ensure that the Trust's complaint procedure is straightforward, impartial, and non-adversarial and allows for a full and fair investigation when required, respects confidentiality and delivers an effective response and appropriate redress.

Any person, including a member of the public is able to make a complaint about the provision of facilities or services that the Trust provides. This policy outlines the procedure that the complainant and Trust will follow.

Once a complaint has been made, it can be resolved or withdrawn at any stage. The principal will be the first point of contact when following the complaints procedure.

1. AIMS AND APPLICATION

1.1. The aims of the procedure are to deal with complaints and concerns:

- about a school, the Trust or any individual connected with it by following the correct procedure;
- thoroughly, and in an open, honest and fair manner
- to ensure we take all complaints seriously, whatever their level
- to ensure compliance with all legislation connected to this policy

1.2. This complaints procedure is not limited to parents/carers of children who are registered at one of the schools within the Trust. Any person, including members of the public, may make a complaint to an individual school within the Trust, or the Trust itself, about any provision of facilities or services that we provide. Part 1 of this policy outlines how parents/carers of registered pupils/students currently attending schools within the Trust can raise a concern or complaint. Concerns or complaints from other persons will be dealt with in accordance with Part 2 of this policy.

1.3. This procedure does not apply to concerns and complaints relating to the matters listed in Annex 1.

1.4. Anonymous concerns or complaints will not normally be investigated under this procedure. The Head of School or Principal or Chair of Governors of a school or the Executive Principal (as appropriate and based on the scheme of delegation) will determine whether there are exceptional circumstances to justify conducting an investigation into the issues raised.

2. DEFINITIONS

- an expression of dissatisfaction "towards the action taken or a perceived lack of action taken".
- a concern can be defined as an "expression of worry or doubt" where reassurance is required. Any complaint or concern will be taken seriously, whether formally or informally, and the appropriate procedures will be implemented.

3. IN THIS PROCEDURE

3.2. Reasonable adjustments will be made to this procedure where required to ensure that all complainants can access and complete this complaints procedure. For example, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.

4. KEY PRINCIPLES

4.6. Where a complaint is received outside of term time, we will consider it to have been received on the first school day following the holiday period.

- 4.7. On rare occasions a school or the Trust may receive complaints from a number of individuals relating to the same issue. In order to deal with these complaints efficiently the Trust and its schools will follow the procedure set out in Part 4.
- 4.8. If it becomes necessary to alter the time limits and deadlines set out within this procedure, you will be advised accordingly and given an explanation as to why this has been the case and provided with revised timescales. If other bodies are investigating aspects of the complaint, for example the police, local authority safeguarding teams or tribunals/courts, this may impact on our ability to adhere to the timescales within this procedure or result in the procedure being suspended until those public bodies have completed their investigations. Where a complaint is raised but we do not have clarity from the complainant on the issues and/or desired outcomes, we will inform the complainant what information we need to progress the complaint and pause this procedure until reasonable clarity is achieved.
- 4.9. Complainants should not approach individual Governors or Trustees to raise concerns or complaints. They have no power to act on an individual basis and it may prevent them from considering complaints at later stages.
- 4.10. If a complainant commences legal action against the Trust in relation to their complaint, we will consider whether it would be appropriate to suspend the complaints procedure until those legal proceedings have concluded.
- 4.11. If a complainant wishes to withdraw their complaint, we will ask them to confirm this in writing.

5. RECORDS OF COMPLAINTS

A record will be kept of all written formal complaints, including at what stage they were resolved and action taken by us as a result of those complaints regardless of whether they were upheld. Correspondence, statements and records relating to individual complaints will be kept confidential except where:

- access is requested by the Secretary of State;
- disclosure is required in the course of a school inspection;
- an individual has a legal right to access their own personal data contained within such documentation; or
- under other legal authority.

We will make the findings and recommendations of the Complaints Committee available for inspection on the school premises by the Trust and the Head of School/Principal.

6. LEGAL FRAMEWORK

This policy has due regard to statutory legislation including but not limited to, the following:

- Education Act 2002
- Freedom of Information Act 2000
- Equality Act 2010
- General Data Protection Regulation (GDPR)
- Keeping Children Safe in Education 2024

This policy also has due regard to guidance including, but not limited to the following:

- Dfe 2021 Best practice guidance for school complaints procedure

7. ROLES AND RESPONSIBILITIES

7.1. The role of the Clerk of the Trustees

The Clerk of the Trustees is the contact point for the complainant and the Complaints Committee, and should:

- ensure that the complainant is fully updated at each stage of the procedure;
- liaise with staff, Head of School/Principal, the Executive Principal (CEO), Chair of Governors of a school and Chair of the Trustee Board (as applicable) to ensure the smooth running of the complaints procedure;
- be mindful of the timescales to respond to complaints;
- ensure that all people involved in the complaint procedure are aware of their legal rights and duties, including any under legislation relating to school complaints, education law, the Equality Act 2010, the Freedom of Information Act 2000, the Data Protection Act (DPA) 2018 and the General Data Protection Regulations (GDPR);
- ensure that the Complaints Committee has access to legal advice, where appropriate;
- set the date, time and venue of the meeting, taking reasonable steps to find a date that is convenient to all parties and that the venue and proceedings are accessible;
- collate any written material relevant to the complaint (for example: stage 1 paperwork, school and complainant submissions) and send it to the parties in advance of the meeting within an agreed timescale;
- minute the meeting;
- notify all parties of the Complaint Committee's decision;
- assist the school/Trust in issuing a summary letter to the complainant.

7.2. The role of the Head of School/Principal (or other party investigating as applicable in accordance with the procedure) at Stage 2

- to ensure that the complainant is fully updated at each stage of the procedure;
- to ensure that the correct procedure has been followed;
- to ensure that an investigation is carried out, and a report compiled;
- to meet the complainant, if appropriate;
- if the complaint is being referred to Stage 3, notify the Clerk of the Trustees to arrange the Complaints Committee.

7.3. The role of the Chair of the Complaints Committee

The Chair of the Complaints Committee has a key role, ensuring that:

- the meeting is conducted in an informal manner, is not adversarial, and that, if all parties are invited to attend, everyone is treated with respect and courtesy;

- complainants who may not be used to speaking at such a meeting are put at ease. This is particularly important if the complainant is a child;
- the remit of the Complaints Committee is explained to the complainant;
- the written material is seen by everyone in attendance (provided it does not breach confidentiality or any individual's rights to privacy under the DPA 2018 or GDPR);
- key findings of fact are made, and that any issues not previously mentioned in writing should not be raised at the meeting and, if they are mentioned at the meeting, these should not be noted or considered by the Complaints Committee;
- both the complainant and the school/Trust are given the opportunity to make their case, and seek clarity, either through written submissions ahead of the meeting, or verbally in the meeting itself;
- the Complaints Committee is open-minded, acts independently and no committee member has an external interest in the outcome or any involvement in an earlier stage of the procedure;
- the meeting is minuted.

8. PART 1: COMPLAINTS PROCEDURE FOR PARENTS

Stage 1: Informal concerns

- 8.1. An informal concern can be raised in person or by telephone. Concerns may also be raised by a third party acting on behalf of a parent, as long as they have appropriate authority to do so. Most enquiries and concerns can be dealt with satisfactorily by the relevant members of staff without the need to resort to the formal procedure. We value informal meetings and discussions and encourage parents to approach staff with any concerns they may have and aim to resolve all issues with open dialogue and mutual understanding.
- 8.2. It is always helpful if you can fully explain the nature of the concern and identify the outcome you are looking for. Where appropriate, you may be invited to an informal meeting with the member of staff most appropriate for dealing with that concern. The member of staff dealing with the concern will make sure that you are clear on what action (if any) has been agreed. This may be put in writing if appropriate.
- 8.3. If the matter is brought to the attention of the Head of School/Principal they may decide to deal with your concerns directly at this stage. If the concerns are about the Head of School/Principal these should be referred directly to the Clerk of the local Governing Body under Stage1 .
- 8.4. The school will respect the views of a parent who indicates that they would have difficulty discussing a concern with a particular member of staff. In this case, the Head of School/Principal will refer the parent to another designated member of staff. Similarly, if the member of staff directly involved in the circumstances leading to the concern feels too compromised to deal with it, the Head of School/Principal may consider referring the parent to another member of staff. The member of staff may be more senior, but this is not essential.
- 8.5. Members of staff should inform the Head of School/Principal of any serious concerns.
- 8.6. There is no suggested timescale for resolution at this stage given the importance of dialogue through informal discussion, although it would be expected that most issues will be resolved within 15 school days. Where no

satisfactory solution has been found, you will be advised that if you wish your concerns to be considered further you should write to the Head of School/Principal under Stage 2 of this procedure within 15 school days.

Stage 2: Formal written complaints

- 8.7. If your concerns are not resolved under Stage 1, you are entitled to put your complaint in writing and send this to the Head of School/Principal of the relevant school.
- 8.8. It is very important that you include a clear statement of the actions that you would like us to take to resolve your complaint. We strongly encourage you to use the Complaint Form provided at Annex 2 of this procedure. If you require help in completing the form, please contact the school office. You can also ask third party organisations like the Citizens Advice to help you. In all cases your written complaint must include:
 - the nature of the complaint;
 - details of how the matter has been dealt with so far;
 - the names of potential witnesses, dates and times of events and copies of all relevant documents; and
 - a clear statement of the actions that you would like us to take to resolve your complaint.
- 8.9. Your complaint will normally be acknowledged in writing within five school days of receipt. The acknowledgement will give a brief explanation of the school/Trust's complaints procedure and a target date for providing a response to the complaint. This will normally be within 15 school days of receipt.
- 8.10. If appropriate, the Head of School/Principal (or someone appointed by them) may invite you to a meeting to clarify your complaints and to explore possible resolutions. If you accept that invitation, you may be accompanied by one other person, such as a friend, relative or interpreter, to assist you. Where possible, this meeting will take place within 10 school days of receipt of the written complaint.
- 8.11. If necessary, witnesses will be interviewed, and statements taken from those involved. If the complaint centres on a pupil/student, the pupil/student will usually be interviewed. Pupils/students will normally be interviewed with their parent present, but if this would seriously delay the investigation of a serious or urgent complaint or if the pupil/student has specifically said that they would prefer that their parents were not involved, another member of staff with whom the pupil/student feels comfortable will be present. If the matter includes a complaint relating to a member of staff, the member of staff will have the opportunity to respond to the complaint.
- 8.12. Once the relevant facts have been established as far as possible, you will be provided with a written response to the complaint, including an explanation of the decision and the reasons for it. This will include what action will be taken to resolve the complaint (if any). You will be advised that if you are dissatisfied with the outcome of the complaint, you may request that your complaint be heard by the Complaints Committee under Stage 3 of this procedure.
- 8.13. The Trust may engage an independent, external person to carry out the investigation into the Stage 2 complaint or to review the investigation and response at Stage 2. This may be appropriate where the complaint is particularly complex or involves legal issues.

Stage 3: Referral to the Complaints Committee

- 8.14. If you are dissatisfied with the decision under Stage 2, you may request that a Complaints Committee be convened to consider your complaint. The Complaints Committee will principally consider how the complaint was handled at the previous stages but has discretion to review other aspects of the complaint as it sees fit. The Complaints Committee will not review any new complaints at this stage or consider evidence unrelated to the initial complaint. New complaints must be dealt with from Stage 1 of the procedure.

- 8.15. To request a hearing before the Complaints Committee, you should write to the Clerk of the Trustees (c/o governance@crst.org.uk or Central Region Schools Trust, B06 Assay Studios, 141 Newhall Street, Birmingham, England, B3 1SF) within 15 school days of receiving notice of the outcome of Stage 2. Please mark it as Private and Confidential. Requests received outside of this time frame will only be considered if exceptional circumstances apply. You should ensure that you provide copies of all relevant documents and state all the grounds for your complaint and the outcome that you are looking for. The Clerk of the Trustees will then determine the most appropriate Clerk ("Clerk") to action the request.
- 8.16. Your written request will be acknowledged within five school days of receipt.
- 8.17. The Clerk will arrange for a Complaints Committee to be convened, made up of at least three committee members, including:
- Governors of a Local Academy Governing Board and/or Trustees of the Trust (as appropriate) with no prior involvement in the matter; and,
 - one person who is independent of the management and running of the school
 - the Clerk shall appoint one of these committee members to be the Chair of the Committee.
- 8.18. Every effort will be made to enable the hearing to take place within 20 school days of the receipt of your request. As soon as reasonably practicable and in any event at least five school days before the hearing, you will be sent written notification of the date, time and place of the hearing, together with brief details of the committee members who will be present. Fair consideration will be given to any bona fide objection to a particular member of the committee. You will also be informed of the name of the person who will be presenting the case on behalf of the school/Trust (referred to in this policy as the 'school representative'). This may be the person who is the subject of the complaint, the person who undertook the investigation at Stage 2 and/or another person with sufficient knowledge of the matter.
- 8.19. If, despite best efforts, it is not possible to find a mutually convenient date and time for a hearing within a reasonable timeframe, the Clerk may determine that the hearing proceeds on the basis of written submissions from both parties.
- 8.20. You have the right to be accompanied to the hearing by a friend, relative or interpreter. You should notify the Clerk in advance if you intend to bring anyone to the hearing. We do not encourage either party to bring legal representatives to the Complaints Committee meeting. Representatives from the media are not permitted to attend. The Complaints Committee itself may take legal advice and/or be supported by a legal advisor at the hearing on matters of law and procedure.
- 8.21. A copy of the complaint and any other documents provided by you in support of your complaint, or by the school representative in defence of the complaint, will be provided to the Complaints Committee as soon as practicable upon receipt. Copies of these documents shall also be provided to you or school representative (as applicable) at least 3 school days before the hearing. The Complaints Committee reserves the right not to consider any documentation presented by either party less than 3 school days prior to the hearing. The Complaints Committee is under no obligation to hear oral evidence from witnesses but may do so and/or may take written statements into account. The committee will not normally accept recordings of conversations that were obtained covertly and without the informed consent of all parties being recorded.
- 8.22. The hearing will be conducted to ensure that each party has the opportunity to address the Complaints Committee. The procedure to be followed during the hearing will be explained to the parties by letter

in advance of the hearing. The Clerk will ensure that sufficient notes are taken to record an accurate reflection of the points considered and any decisions taken or actions agreed. Electronic recordings of the hearing will not normally be permitted and, in any event, would require the consent of all those present.

8.23. Unless otherwise stated, the procedure for the Stage 3 hearing is as follows:

- the parent and school representative will enter the hearing together;
- the Chair of the Committee will introduce the committee members and outline the process;
- the parent will explain the complaint;
- the school representative and committee members will question the parent;
- the school representative will explain the school/Trust's actions;
- the parent and the committee members will question the school representative;
- the parent will sum up their complaint;
- the school representative will sum up the school/Trust's actions;
- the Chair of the Committee will explain that both parties will hear from the committee within five school days;
- both parties will leave together while the committee decides;
- the Clerk, and any legal advisor assisting the committee (if applicable), will stay to assist the committee with its decision making.

8.24. The Clerk and or Complaints Committee reserves the right to modify the above procedure at their sole discretion, for example requiring the parent and the school representative to present their complaint/actions separately to the Complaints Committee in the absence of the other party.

8.25. A Complaints Committee may be adjourned if the Complaints Committee require further evidence or in exceptional circumstances (for example, if clarification sought by the Complaints Committee is essential to the proceedings). The adjourned date must be as soon as possible.

8.26. After the hearing, the Complaints Committee will consider their decision and inform you and, where relevant, the person complained about of their decision in writing within five school days. The letter will set out the decision of the committee together with the reasons underpinning that decision. The committee can (by a majority if necessary):

- dismiss the complaint in whole or in part;
- uphold the complaint in whole or in part;
- decide on the appropriate action to be taken to resolve the complaint;

- recommend changes to the school or Trust systems or procedures to ensure that problems of a similar nature do not happen again.

Stage 4: Referral of complaint to the Department for Education (DfE)

8.27. If you are dissatisfied with the decision of the Complaints Committee, you are entitled to refer your complaint to the Department for Education (DfE)). The DfE will only investigate the complaint in limited circumstances.

8.28. For more information on the DfE's remit in relation to academy complaints, visit: <https://www.gov.uk/government/publications/complain-about-an-academy/complain-about-an-academy>

9. Part 2: CONCERNS OR COMPLAINTS FROM OTHER PERSONS

Part 1 of this complaints policy applies only to complaints made by parents/carers of current registered pupils/students of the Trust. However, the Trust wishes to work closely with other members of the local community and will deal with their concerns and complaints as follows:

9.1. **Stage 1** - a concern regarding a school or its operations may be made to any member of staff. That member of staff will attempt to resolve the matter immediately or may, if appropriate, refer the matter to their line manager or member of the senior leadership team (SLT) who is best placed to deal with the concern. It is expected that most concerns will be responded to orally or in writing within five school days. If a longer period is required, you will be kept informed of the progress of the investigation.

9.2. **Stage 2** - where a concern is not resolved at Stage 1, or you wish your concerns to be dealt with immediately as a formal complaint, you should put your complaint in writing and send this to the Head of School/Principal of the relevant school to investigate. The Head of School/Principal may delegate the task of investigation and/or responding to the complaint to a member of SLT or may escalate the complaint straight to Stage 3. A formal response to the complaint will usually be provided within 15 school days of receipt of the letter of complaint although if a longer period is required to respond, you will be kept updated.

9.3. **Stage 3** - if you are not satisfied with the response at Stage 2, you may request a review by writing to the Clerk of the Local Academy Governing Board of the school. You should write to the Clerk of the Local Academy Governing Board within 15 school days of receipt of the letter at Stage 2. Requests received outside of this time frame will only be considered if exceptional circumstances apply. The Clerk of the Local Academy Governing Board will usually arrange for a Governor to consider the complaint alone or may refer the matter to the Clerk of the Trustees to convene a Complaints Committee on the same terms as set out in Part 1 of this complaints policy. The decision at this stage will usually be sent to you within 15 school days of receipt of the request for a review or within five school days of the Complaints Committee hearing (as applicable).

9.4. **Stage 4** - if you are dissatisfied with the decision at Stage 3, you are entitled to refer your complaint to the Department for Education (DfE) as outlined in Part 1 of this complaints policy.

Concerns or complaints regarding the Head of School/Principal or the Trust should be referred direct to the Clerk of the Trustees (c/o governance@crst.org.uk or Central Region Schools Trust, B06 Assay Studios, 141 Newhall Street, Birmingham, England, B3 1SF) who will arrange for the stages above to be considered by an appropriate person.

10. **Part 3: Repetitious and vexatious complaints and complaints pursued in an otherwise unreasonable manner**

There are rare circumstances where we will deviate from the Complaints Procedure set out in Parts 1 and 2. These include, but are not necessarily limited to:

10.1. Repetitious, including serial and/or persistent, complaints

Where the complainant's complaint is the same, similar to or based on the same facts of a complaint which has already been considered in full and we have:

- taken every reasonable step to address the complainant's concerns; and
- given the complainant a clear statement of our position and their options,

we will write to the complainant to advise that the complaints procedure has been exhausted and that we will not be responding to any further correspondence in relation to these matters. The complainant will be referred to Stage 4.

10.2. Vexatious complaints

The Office of the Independent Adjudicator defines the characteristics of a ‘frivolous’ or ‘vexatious’ complaint as:

- complaints which are obsessive, persistent, harassing, prolific or repetitious;
- insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason;
- insistence upon pursuing meritorious complaints in an unreasonable manner;
- complaints which are designed to cause disruption or annoyance; and
- demands for redress that lack any serious purpose or value.

Examples include but are not limited to:

- refusal to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance;
- refusal to co-operate with the complaints investigation process;
- refusal to accept that certain issues are not within the scope of the complaints procedure;
- insistence on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice;
- introducing trivial or irrelevant information which they expect to be taken into account and commented on;
- raising large numbers of detailed but unimportant questions, and insists they are fully answered, often immediately and to their own timescales;

- ### 10.3. Complaints pursued in an otherwise unreasonable manner

In the circumstances outlined in (2) and (3) above, we may:

- Where the complainant's behaviour is so extreme that it threatens the immediate safety and welfare of staff, Governors, Trustees or Members we will consider other options - for example, reporting the matter to the police or taking legal action. In such cases, we may not give the complainant prior warning of that action.

Depending on the subject in question, we may deviate from the procedure set out in this policy and instead:

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12. EQUALITY IMPACT ASSESSMENT

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. An Equality Impact Assessment is not required on this revised policy as it doesn't have a disproportionate impact on a specific group of people who share a relevant protected characteristic

13. REVIEW

The practical operation of this policy will be reviewed annually or when the need arises by the Head of HR, Principals or nominated governors.

Q&A

Q. What if the complaint is about the Head of School/Principal or the Head of School/Principal has already considered your complaint under Stage 1?

In these cases, your complaint should be sent to the Clerk of the Local Academy Governing Body at the school's address who will arrange for a Governor to carry out Stage 1 of the complaint's procedure. In the first instance, which includes making every effort to resolve the complaint at the informal stage.

If the complaint cannot be resolved informally then the governing body will arrange for the complaint to be dealt with and if necessary, appoint an investigator in line with the school procedure. Handling complaints against the head teacher /principal would be similar to handing complaints against other members of staff. The main difference is that chair of the governing board will be more involved in leading the process.

Q. What if the complaint is about a Governor on the Local Academy Governing Board?

Complaints about the Chair of Governors, any individual Governor or the whole Local Academy Governing Board should be addressed to the Clerk of the Local Academy Governing Board via the school office. Please mark them as Private and Confidential. The Clerk will arrange for another Governor or Trustee (as applicable) to investigate the concerns in accordance with Stage 1.

If the complaint is about the Clerk of the Local Academy Governing Board or the Local Academy Governing Board as a whole, you should send your complaint to the Clerk of the Trustees (c/o governance@crst.org.uk or Central Region Schools Trust, B06 Assay Studios, 141 Newhall Street, Birmingham, England, B3 1SF) who will then determine the most appropriate action with regards to Stage 2 and Stage 3. Please mark it as Private and Confidential.

Q. What if the complaint is about the Trust?

Concerns or complaints regarding the Trust should be referred direct to the Clerk of the Trustees (c/o governance@crst.org.uk or Central Region Schools Trust, B06 Assay Studios, 141 Newhall Street, Birmingham, England, B3 1SF) who will arrange for the stages above to be considered by an appropriate person. Please mark them as Private and Confidential.

Q. What if the complaint is about the Executive Principal (CEO)?

If the complaint is about the Executive Principal (CEO) of the Trust, or if they have been closely involved at Stage 1, your complaint should be sent to the Clerk of the Trustees (c/o governance@crst.org.uk or Central Region Schools Trust, B06 Assay Studios, 141 Newhall Street, Birmingham, England, B3 1SF) who will arrange for a Trustee to carry out all the Stage 2 procedures. Please mark it as Private and Confidential.

Q. What if the complaint is about a Trustee or a Member of the Trust?

You should contact the Clerk of the Trustees (c/o governance@crst.org.uk or Central Region Schools Trust, B06 Assay Studios, 141 Newhall Street, Birmingham, England, B3 1SF) who will arrange for another Trustee to investigate the concerns in accordance with Stage 2.

If the complaint is about the Clerk of the Trustees, your complaint should be sent to the Chair of the Trustees (c/o governance@crst.org.uk or Central Region Schools Trust, B06 Assay Studios, 141 Newhall Street, Birmingham, England, B3 1SF). Please mark it as Private and Confidential.

If your complaint is about the Trustee board as a whole, you should send your complaint to the Clerk of the Trustees who will arrange for the matter to be independently investigated. Please mark it as Private and Confidential.

Please be aware that where your complaint relates to an employee a copy of the complaint may be shared with them in order to investigate the issues raised.

Annex 1 Matters excluded from the scope of this policy

Excluded Matters	Signposting
Admissions	The process for challenging admissions decisions is set out in our admissions policy in accordance with relevant statutory guidance.
Child protection matters	Complaints about child protection matters are handled under our child protection and safeguarding policy and in accordance with relevant statutory guidance. If you have serious concerns, you may wish to contact the local authority designated officer (LADO) who has local responsibility for safeguarding or the Multi-Agency Safeguarding Hub (MASH).
Exclusions	The process for challenging exclusions decisions is set out in the DfE's statutory guidance and information can be found at: School suspensions and permanent exclusions - GOV.UK (www.gov.uk)
National Curriculum content	Please contact the Department for Education at www.education.gov.uk/contactus
School re-organisation proposals	Where concerns are not adequately addressed by the school, complaints can be raised directly with the Department for Education.
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.
Staff grievances	Complaints from staff will be dealt with under the school's internal grievance procedures.
Staff conduct	Certain complaints about staff may need to be dealt with under the school's internal disciplinary procedures, if appropriate. Complainants will not be informed of any disciplinary action taken against a member of staff as a result of a complaint. However, the complainant will be notified that the matter is being addressed.
Statutory assessments of Special Educational Needs (SEN)	Concerns about statutory assessments of special educational needs should be raised directly with the local authority.

Excluded Matters	Signposting
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 whistleblowers in education who do not want to raise matters direct with their employer. Referrals can be made at: www.education.gov.uk/contactus Volunteer staff who have concerns should complain through the school's complaints procedure. You may also be able to complain direct to the Department for Education (see link above), depending on the substance of the complaint

Annex 2 Complaints Form

Your name:
Pupil's/student's name:
Your relationship to pupil/student:
Your address and postcode:
Your daytime telephone number:
Your evening telephone number:
Your email address:
Your complaint is: (if you have more than one complaint, please number these)
What action have you already taken to try and resolve your complaint(s) in accordance with Stage 1 of the school's complaints procedure? (Who did you speak to and what was the response?)

What would you like as an outcome from your complaint(s)?

Are you attaching any paperwork? If so, give details here:

Your signature..... Date

All functions of the complaint's procedure must adhere to the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000.

Please complete and return to the school office in a sealed envelope addressed to the Head of School/ Principal, Clerk of the Local Academy Governing Board or Clerk of the Trustees (as appropriate).

Office use

Date received

Date acknowledgement sent

Responsible member of staff

Annex 3 Summary of Complaints Procedure for Parents/Carers (Part 1)

Stage 1: Informal concerns	Parent brings complaint to attention of member of staff/Head of School/Principal
	Issue to be resolved (guide: within 15 school days)
	Where no satisfactory solution has been found, parent to be advised that they should proceed to Stage 2
Stage 2: Formal Written Complaint	Parent to put complaint in writing using Complaint Form within 15 school days
	Complaint to be acknowledged within five school days
	Meeting with parents within 10 school days (where appropriate)
	Response to the complaint sent within 15 school days
Stage 3: Referral to Complaints Committee	Parent to request hearing within 15 school days of receiving notice of the outcome of Stage 2
	Request to be acknowledged within five school days
	Hearing to take place within 20 school days of receipt of request
	Notification of date, time and place of the hearing and details of the committee members present sent at least five school days before the hearing
	School representative and parents to submit evidence in support of their case to Clerk of the Trustees at least 3 school days before the hearing
	Complaints Committee decision sent not more than five school days after the hearing and a Stage 4 Referral to DfE

Annex 4 Guidance information

Stage 1 - Informal meeting

- Meeting should be arranged to meet with the Head of School/Principal to discuss the issue.
- Consider possible outcomes from the discussion at the meeting with the Head of School/Principal
- If the matter remains unresolved following the meeting, then it should be dealt with at stage 2 of the complaints policy.
- Record the date the complaint is received and acknowledge receipt in writing either by letter or email within 10 days.

Stage 2 –

- Complaint is given to the chair of governors to be considered under stage 2 of the complaint's procedure.
- Governing body may delegate the complaint to another governor to investigate – a suitably skilled member and someone who is independent.
- Investigator appointed by the governing body or another responsible person. At the conclusion of their investigation, the independent investigator will provide a formal written report to the chair of governor.
- A letter is sent to the complainant informing them of the outcome.
- If the complainant is not happy with the outcome, the matter could be considered at the next stage.
- If a complaint is against the Head of School/Principal, every effort should be made to achieve a resolution under the informal stage if possible.
- In some cases, it may be appropriate to refer the complaint directly to the chair of governors under stage 1 of the complaint's procedure.
- Written complaint should be acknowledged by the governing body.
- Offer to meet with the complainant to discuss the grounds for the complaint – at this stage the chair of the governing body may still seek to resolve the complaint informally.
- The chair of the governing body will investigate the complaint against the Head of School/Principal.
- A written response will normally be issued within 25 school days of receipt of the complaint or from the date when the complainant meets with the Head of School/Principal. If the time limit needs to be extended the complainant will be both advised of the new deadline and an explanation.
- A written response will include the decision of the chair of the governing body and the reasons for the decision.
- Where the school agrees to take any remedial action, the chair of the governing body will make those actions known to the complainant. However, it would not be an expectation that the complainant would receive detailed information as to any issue that is referred to the school's corrective procedures.
- A written notification from the complainant requesting a move to stage 3 should be received by the designated person within 10 days from the receipt of the decision from Stage 2.

Annex 5 Suggested format for meetings

To ensure a fair hearing, the following procedure should normally be followed at the meeting. This can be adjusted if all parties are in agreement is the role of the Chair of the panel to ensure that all parties have appropriate opportunity to present their case.

Both parties are invited into the meeting at the same time

The chair of the panel welcomes everyone and asks those present to introduce themselves

The chair of the panel explains the purpose of the meeting, the procedure and checks that all documentary evidence has been received by all parties

The complainant explains their complaint

The complainant may present witnesses

The Head of School/Principal/chair may ask questions of the complainant witnesses

The panel may ask questions of the complainant or witnesses

The Head of School/Principal/chair makes a response to the complaints and explain the schools actions

The Head of School/Principal/chair may present witnesses

The complainant may ask questions of the Head of School/Principal/chair or witnesses

The panel may ask questions of the Head of School/Principal or chair of governing body or witnesses

The Head of School/Principal/chair of the governing body summarise the schools position, highlighting evidence or any other information which has come to light through the questioning

The complainant summarise their case highlighting evidence or any other information which has come to light through questioning

The chair of the panel ensures that both parties have had sufficient opportunity for a fair hearing and reminds everyone about confidentiality

The chair thanks both parties for attending and gives an indication of when and how they can expect to hear the panel's decision

The panel considers the complaint and reaches a decision. Where appropriate the panel may recommend actions to resolve the complaint and or changes in school practice to avoid similar complaints in future,

a formal written decision will still be sent to both parties within the specified limit of xx school days.

Notes

Witnesses will only attend the meeting for the part to which they are contributing

Witnesses will not receive documentary packs

A short adjournment or comfort break may be requested by either party. If this occurs both parties should leave the room and return together

It may be necessary to reconvene the meeting if the panel requests further information or further witnesses. Any further information obtained must be shared with the panel and both parties.

A further meeting may be necessary if the panel has been unable to make a decision due to insufficient time. Both parties should be notified of this and advised when a decision might be shared.