



Leaney Primary School Complaints Procedure

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1. Introduction

We hope that issues 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

Our school aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding and, in all cases, we put the interests of the child above all other issues. We provide sufficient opportunity for any complaint to be fully discussed and then resolved.

At Leaney Primary School we attempt to ensure that complaints do not arise by ensuring good lines of communication are maintained internally within the school and externally with parents and outside agencies. The Principal and staff of Leaney Primary School believe that our school provides a good education for all our children and that we work very hard to build positive relationships with all parents. However, the school is obliged to have procedures in place in case there are complaints from parents. The following policy sets out the procedure that the school follows in such cases.

It is our firm belief at Leaney Primary School that all partners in the education of our children have the development of the child as their chief goal. Accordingly, as all partners – school, parents/carers and outside agencies start from this premise, we believe that all issues can be addressed via clear communication and open dialogue. Our aim is always to provide a safe, secure and happy educational environment for our pupils.

Leaney Primary School values and respects all who use our school and we expect the same in return. When parents and staff treat each other with mutual respect and support, this provides a very good role model for all our children.

If a parent/carer has a concern or unhappy about something, we ask in the first instance they contact the class teacher to resolve the matter. If the parent/carer is not satisfied with the outcome we ask they contact the head of the key stage their child is in and if following that they are still not satisfied to contact the Vice Principal and finally the principal.

Most issues can usually be quickly resolved via a telephone conversation or a written note. **N.B. Please note that class teachers will not be available to take telephone calls during teaching time. A message can be left at the school office and, if necessary, the teacher will return the call as soon as possible.** If the issue is not resolved or is of a more serious/urgent nature a parent should contact the school to request a face to face meeting.

If you have any issues please talk to the teacher as soon as possible. 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.

We welcome communication with our staff. Parents / carers 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

To leave a phone or email message for a member of staff -

The school secretary – Mrs N. Blair / Miss S McDougall
Tel: 028 2766 2666
email: info@leaneyps.ballymoney.ni.sch.uk



For most concerns, please contact your child's class teacher by leaving a message as above or a note in your child's homework diary.



If you are not happy that the concern has been resolved, you can contact the Head of Key stage your child is in via the school office or email as in Step 1.



If you are not happy that the concern has been resolved, you can contact the VP via the school office or email as in Step 1.



If you are not happy that the concern has been resolved, you can contact the Principal via the school office or email as in Step 1.

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

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

This procedure should not be used for complaints with separate established procedures, however if your complaint relates to the school's failure to correctly administer any of these procedures, then you may complain by means of this procedure.

Some examples of statutory procedures and appeal mechanisms, which are not part of the school's complaints procedure, are listed below. The list is not exhaustive. The principal/ chair of governors will advise on the appropriate procedure to use when a complaint is raised.

| 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 |

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

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



4.1 Time Limit

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

4.2 Stage One

If, having followed the communication chart on page 4, you are unhappy and wish to make a complaint, contact the school principal who will arrange for the complaint to be investigated. **If the complaint is about the Principal, proceed to Stage Two.** The school requires complaints to be made in writing. Where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process.

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

- Your name and contact details
- What your complaint is about – please try to be specific

- What you have already done to try to resolve it and
- What you would like the school to do to resolve your complaint

The principal will normally acknowledge the complaint as soon as possible but within 10 school working days of receipt of the complaint (weekends and holidays are not counted as a working day). 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 the consideration of a complaint and/or the investigation is complex in nature for any reason and will take longer to complete, you will be informed of revised time limits and kept updated on progress. Similarly, the process may be delayed by exceptional circumstances such as illness, family circumstances, late or delayed information etc. In such circumstances you will be informed of revised time limits and kept updated on progress.***

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

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 committee 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
- Any aspect in which you think that the school's complaints procedure was not fully followed

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

If the consideration of a complaint and/or the investigation is complex in nature for any reason and will take longer to complete, you will be informed of revised time limits and kept updated on progress. Similarly, the process may be delayed by exceptional circumstances such as illness, family circumstances, late or delayed information etc. In such circumstances 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.

4.4 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

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

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 except for possible situations outlined on page 7

Stage Two – Normally acknowledge as soon as possible but at least within 10 school working days, with final response normally provided within 20 school working days except for possible situations outlined on page 7

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

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).

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.