

COMPLAINTS PROCEDURE

AT

HOLY CROSS BOYS' PRIMARY SCHOOL

Holy Cross Boys' Primary School

Complaints Procedure - Policy Statement

At Holy Cross Boys' Primary School we are committed to listening about our service. We will use this information, wherever possible, to help maintain and improve our service. We encourage and welcome all comments and views, both positive and negative.

This policy is designed to establish a clear mechanism for the resolution of complaints which can be verbal, written, taped or e-mailed. Our comments/complaints policy is outlined below.

<u>Aims</u>

Our Complaints Procedure aims to:

- Provide an efficient and thorough system through which issues are effectively addressed.
- Facilitate the school in providing the best possible service for its pupils and the local community.
- Provide a simple, speedy and accessible service that respects confidentiality.
- Be courteous and respectful.
- Address issues arising from complaints in a fair and honest manner within the timescales set out.
- Treat individuals and groups with openness, equality and inclusiveness.
- Keep people informed of progress and the final outcome of the issues raised.
- Be simple, easily accessible and easy to use.

These procedures do not replace or supplement other established procedures and/or appeals mechanisms in such areas as Child Protection, Special Education, Admissions, Suspensions and Expulsions etc.

In addition, where it becomes evident at an early stage that the nature of your complaint may give rise to future disciplinary action, these procedures will be set aside in favour of other established Disciplinary Procedures.

We are not able to deal with anonymous complaints and therefore these procedures do not provide for a resolution of anonymous complaints except for the referral of child protection concerns to the appropriate Child Protection Procedures and Guidelines.

What to Expect Under These Procedures

Your rights as a person making a complaint

In dealing with your complaint we will ensure that you receive:

- Fair treatment
- Courtesy
- A timely response
- Accurate advice
- Respect for your privacy concerns will be treated as confidentially as
 possible allowing for the possibility that we may have to consult with other
 appropriate agencies about your complaint
- Reasons for our decisions

Where there are grounds to your complaint we will acknowledge this and address the issues you have raised. Similarly, we will ensure that you are clearly advised where we believe that there are no grounds to your complaint.

Your responsibilities as a person making a complaint

In raising an issue we would expect that you:

- Raise issues in a timely manner
- Treat our staff as professionals, in a non-threatening manner and with respect and courtesy
- Provide accurate and concise information in relation to the issue you raise
- Use these procedures fully and to engage in them at the appropriate levels

In addition, we would expect that you have reasonable grounds for making a complaint and are not seeking to invoke these or other procedures as a means of dealing with issues that are more appropriately dealt with in other ways.

Making a Complaint

Stage 1 - Informal - Speaking with teacher concerned

In the first instance a complaint or concern should normally be referred verbally to the class subject teacher concerned, so that they may be allowed an opportunity to address the issues, as in many instances, these can arise through a simple misunderstanding. You should observe the school's existing protocols for arranging and conducting such approaches or meetings.

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

Stage 2 - Informal - Speaking with the Principal

If your complaint remains unresolved you should arrange a meeting with the Principal to discuss the issue with him/her. You should let the Principal know in advance the nature of your concerns so that he/she can prepare for the meeting.

If you have concerns relating to the Principal, you should arrange a meeting with him/her to discuss the issues as at Stage 1.

In some circumstances the Principal will not be able to deal effectively with your concerns immediately and he/she will require some time over which to investigate and prepare a proper response. If further time is required you will be told this.

Stage 3 - Formal - Writing to the Principal

Sometimes it will not be possible for you to have your complaint resolved at source through the informal routes proposed at Stages 1 and 2 or indeed it might to more appropriate to initiate the procedures at this stage. Your written complaint should be as concise as possible and address specifically the issue or issues that are of immediate concern to you.

You will receive a written acknowledgement of your letter within 10 working days. This will confirm that your letter has been received, and either:

- Provide a response to the issues you raised Or
- Indicate that your concerns are being fully investigated and the timeframe a
 maximum of 20 working days from the date on which your letter was received
 against which you can expect a response to be issued.

Stage 4 - Formal - In writing to Governor Sub-Committee

If you still believe that your complaint has not been dealt with in a satisfactory manner, or in a case where you decide to raise an issue at this level, you may write to the Chairperson of the Board of Governors. The Chairperson will be responsible for bringing your complaint to a Governors' Sub-Committee, which will investigate and respond to your complaint. Your written complaint should be as concise as possible and address specifically the issue or issues that are of immediate concern to you.

However, where it is evident that the nature of your complaint may give rise to future disciplinary action, these procedures will be set aside in favour of other established Disciplinary Procedures which may subsequently involve Governors at another level.

You will receive a written acknowledgement of your letter within 10 working days. This will confirm that your letter has been received and;

- Provide a response to the issues you raised OR
- Indicate that your concerns are being fully investigated and the timeframe a maximum of 25 working days from the date on which your written complaint was received – against which you can expect a response to be issued; OR
- Indicate, a date, time and place for you to attend a meeting with this Sub-Committee at which your concerns will be discussed in full. If this meeting is required, it will take place within 20 working days from the date on which your written complaint was received and you should expect a written response within a further 10 working days of the meeting having been held.

Stage 5 Appeals Process - Full Board of Governors

Finally, if you still believe that your complaint has not been addressed you may write to the Chairperson of Board of Governors requesting that you be allowed to meet with the full Board of Governors to appeal the outcomes. The Chairperson will be responsible for ensuring that you are invited to the next suitable scheduled meeting of Governors where your appeal will be heard. Your written request should be as concise as possible and set out specifically the grounds for your appeal.

Again, where it is evident that the nature of your complaint may give rise to future disciplinary action, these procedures will be set aside in favour of other established Disciplinary Procedures which may subsequently involve Governors at another level.

Your will receive a written acknowledgement of your letter within 10 working days. This will confirm that your letter has been received and provide you with the date and time of the meeting at which you will have an opportunity to discuss your concerns. Since this process is consultative in nature and not adversarial, a complainant will not have the right to be accompanied or represented by any other person, unless it is deemed appropriate by the Board of Governors. This meeting will normally take place within 30 working days of your appeal request having been received.

Following this meeting, and within 10 working days of that meeting, you should expect a final written response. This will indicate the Governors' findings, their recommendations and the reasons supporting their decisions.

Please Note:

If following the Stage 5 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 it's concluding letter that the complaint may be referred to the NIPSO if you remain dissatisfied.

Contact details for NIPSO are:

Northern Ireland Public Services Ombudsman

Office of the Northern Ireland Public Services Ombudsman Progressive House 33 Wellington Place Belfast BT1 6HN

Freepost: FREEPOST NIPSO

Telephone: 02890 233821 Freephone: 0800 34 34 24

Email: nipso@nipso.org.uk
Web: www.nipso.org.uk

Record Keeping

The School Principal shall maintain a record of all correspondence, conversations and meetings concerning your complaint. These records shall be held confidentially in the school and shall be kept apart from pupil records. All such records will be destroyed five years after the date of the last correspondence on the issue.

Our responses will be in plain English and we will attempt to address all the points and issues raised.

If you do not respond within a reasonable time to the outcome of an investigation into your comment/complaint we will assume that you are satisfied and do not require us to take further action.

This procedure does not provide a role for any other statutory or no-statutory body.

HANDLING COMPLAINTS IN CATHOLIC MAINTAINED SCHOOLS

FLOW CHART

INFORMAL - Stage 1

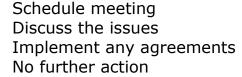
Comment/Complaint made to Appropriate member of staff (verbally)

Discuss the issues Implement any agreements

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INFORMAL - Stage 2

Comment/Complaint made to Principal (verbally)





FORMAL - Stage 3

Formal written comments/complaints Made to Principal



Acknowledge receipt (within 10 working days)

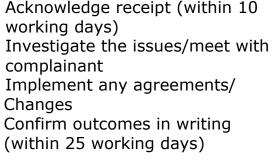
Investigate the complaint Implement any agreements/ changes

Confirm outcomes in writing

(within 20 working days)
No further action

FORMAL - Stage 4

Formal written comments/complaints Made to Chairperson of Governors and Referred to Governors Sub Committee





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APPEALS PROCESS

Written request to have case heard by Full Board of Governors

Acknowledge receipt (10 working days)
Meet with complainant (30 working days)
Consider the issues
Implement any agreements /
Changes
Confirm outcomes in writing (by the 40th working day)

FORMAL - Stage 3

Complaint made in Writing to Principal – Acknowledgement

Dear	
Thank you for your letter of in which you outlined your concerns regarding	
Option A	
I have investigated the various aspects of your complaint and would respond as follows	
Or	
Option B	
I hope that you will appreciate that I need some time in order to investigate your concerns to respond as fully as possible to the issues you have raised. I will write to you again within the next 10 working days.	
Or	
Option C	
It would be extremely helpfully if you could contact the school in order to arrange a suitable time for a meeting to discuss your complaint. This will help me to investigate your concerns and to respond as fully as possible to the issues you have raised. I will write to you again within 10 working days of that meeting.	
Yours sincerely	
Principal	

FORMAL Stage 3

Complaint made in writing to Principal – Response following meeting

Dear
Thank you for attending our meeting on in which we discussed your concerns regarding
Following that meeting and my own investigations into the various aspects of your complaint, I would respond as follows:
Finally, I would like to take this opportunity to thank you for bringing your concerns to my attention and to assure you that the school always welcomes your contribution.
Yours sincerely
Principal

FORMAL - Stage 4

Complaint made in writing to Chairperson of Governors – Acknowledgement

Dear	
Thank you for your letter ofconcerns regarding	
I have referred your complaint to a Sub-Committee of for investigation and response to the various aspects	
Option A	
I hope that you will appreciate that the Sub- Committ order to investigate your concerns to respond as fully you have raised. The Sub-Committee will write to you within the next 25 days.	as possible to the issues
Or	
Option B	
I hope that you will appreciate that the Sub-Committee order to investigate your concerns. Indeed, it would be could attend a meeting of the Sub-Committee to discute the committee to the Sub-Committee to the Sub-Committee to the Sub-Committee to	be extremely helpful if you use your complaint on
and to respond as fully as possible to the issues you h Committee will write to you with their response within meeting.	nave raised. The Sub-
Yours sincerely	
Chairperson of the Board of Governors	

FORMAL - Stage 4

Outcome of Sub-Committee Investigation/Meeting

Dear
OPTION A - No Meeting Needed
Thank you for your letter in which you outlined your concerns regarding
I have investigated the various aspects of your complaint and would respond as follows
OPTION B – Meeting with Sub –Committee
Thank you for attending our meeting in which we discussed your concerns regarding
Following that meeting and the Sub-Committees' own investigations into the various aspects of your complaint, I would respond as follows
Both Options
Our reasons for coming to our decision are
Finally, on behalf of the Governors' Sub-Committee, I would like to take this opportunity to thank you for bringing your concerns to our attention and to assure you that the school continues to welcome your contribution.
Yours sincerely

Chairperson of the Governor Sub-Committee for Complaints

APPEAL

Request to Appeal – Acknowledgement

Dear
Thank you for your letter of in which you set out the grounds for appealing the previous outcomes to your complaint regarding
I have referred your complaint to the Board of Governors for them to investigate and respond to the various aspects of your complaint. To this end I have arranged for your case to be considered at the next meeting of the Board of Governors, which takes place You should attend this meeting so that you can have an opportunity to put forward your case in detail.
This will help the Board of Governors to consider all aspects of your concerns and then to respond as fully as possible to the issues you have raised. You will receive a full written response within 10 working days of that meeting.
Yours sincerely
Chairperson of the Board of Governors

APPEAL

Outcomes of Full Board of Governor Meeting

Dear
Thank you for attending the Board of Governor meeting on in which you outlined your concerns in respect of
Following that meeting and our own investigations into the various aspects of your complaint, I would respond as follows
Our reasons for coming to our decision are
T
In relation to the general handling of your complaint I would comment as follows
Finally, I would like to take this opportunity to thank you for bringing your concerns to our attention and to assure you that the Board of Governors and school staff continue to welcome your contribution to school life.
Yours sincerely
Chairperson of the Board of Governors