



**Wandsworth  
Federation**  
*of Maintained Nursery Schools*

**THE WANDSWORTH FEDERATION OF MAINTAINED  
NURSERY SCHOOLS**

**COMPLAINTS POLICY AND PROCEDURES 2026-2027**

Signed: \_\_\_\_\_ (Chair of Governors)

Dated: 7<sup>th</sup> July 2026

Signed: \_\_\_\_\_ (Headteacher)

Dated: 7<sup>th</sup> July 2026

Review Date: Summer 2027

# The Wandsworth Federation of Maintained Nursery Schools

## Who can make a complaint?

This complaints procedure is not limited to parents or carers of children that are registered at the Wandsworth Federation of Maintained Nursery Schools (WFMNS) schools. Any person, including members of the public, may make a complaint to the WFMNS schools about any provision of facilities or services that we provide. Unless complaints are dealt with under separate statutory procedures (such as appeals relating to exclusions or admissions), we will use this complaints procedure.

## The difference between a concern and a complaint

A concern may be defined as *'an expression of worry or doubt over an issue considered to be important for which reassurances are sought'*.

A complaint may be defined as *'an expression of dissatisfaction however made, about actions taken or a lack of action'*.

It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaints procedure. The WFMNS takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, the Headteacher, will refer you to another staff member. Similarly, if the member of staff directly involved feels unable to deal with a concern, the Headteacher will refer you to another staff member. The member of staff may be more senior but does not have to be. The ability to consider the concern objectively and impartially is more important.

We understand however, that there are occasions when people would like to raise their concerns formally. In this case, the WFMNS will attempt to resolve the issue internally, through the stages outlined within this complaints procedure.

## How to raise a concern or make a complaint

A concern or complaint can be made in person, in writing, by email or by telephone. They may also be made by a third party acting on behalf on a complainant, as long as they have appropriate consent to do so.

We would hope that if you have a general concern about your child you would first want to approach your child's key person. This is the person best placed to help with your concern and we encourage all our parents to approach the key person initially.

Concerns should be raised with either the class teacher, team leader, manager or Headteacher. If the issue remains unresolved, the next step is to make a formal complaint.

Complainants should not approach individual governors to raise concerns or complaints. They have no power to act on an individual basis and it may also prevent them from considering complaints at Stage 2 of the procedure.

Complaints against school staff (except the Headteacher) should be made in the first instance, to the Headteacher via the school office/Reception. Please mark them as Private and Confidential.

Complaints that involve or are about the Headteacher should be addressed to The Chair of Governors, via the school office/Reception. Please mark them as Private and Confidential.

Complaints about the either of the Chair(s) of Governors, any individual governor or the whole governing body should be addressed to the Clerk to the Governing Body via the school office/Reception. Please mark them as Private and Confidential.

For ease of use, a template complaint form is included at the end of this procedure. If you require help in completing the form, please contact the school office/Reception. You can also ask third party organisations like the Citizens Advice to help you.

#### **Contact Details:**

|                         |                                                                                                    |               |
|-------------------------|----------------------------------------------------------------------------------------------------|---------------|
| Balham Nursery School   | <a href="mailto:admin@balham-nursery.wandsworth.sch.uk">admin@balham-nursery.wandsworth.sch.uk</a> | 020 8673 4055 |
| Eastwood Nursery School | <a href="mailto:admin@eastwood.wandsworth.sch.uk">admin@eastwood.wandsworth.sch.uk</a>             | 020 8876 3976 |
| Eastwood Day Nursery    | <a href="mailto:admin@edn.wandsworth.sch.uk">admin@edn.wandsworth.sch.uk</a>                       | 020 8876 3976 |
| Somerset Nursery        | <a href="mailto:admin@somerset.wandsworth.sch.uk">admin@somerset.wandsworth.sch.uk</a>             | 020 7223 5455 |

In accordance with equality law, we will consider making reasonable adjustments if required, to enable complainants to access and complete this complaints procedure. For instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.

## **Anonymous complaints**

We will not normally investigate anonymous complaints. However, the Headteacher or Chair of Governors, if appropriate, will determine whether the complaint warrants an investigation.

## **Time scales**

You must raise the complaint within three months of the incident or, where a series of associated incidents have occurred, within three months of the last of these incidents. We will consider complaints made outside of this time frame if exceptional circumstances apply.

## Complaints received outside of term time

We will consider complaints made outside of term time to have been received on the first school day after the holiday period.

## Scope of this Complaints Procedure

This procedure covers all complaints about any provision of community facilities or services by the WFMNS, other than complaints that are dealt with under other statutory procedures, including those listed below.

| Exceptions                                                                                                                                                                      | Who to contact                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Admissions to schools</li><li>• Statutory assessments of Special Educational Needs</li><li>• School re-organisation proposals</li></ul> | Concerns about admissions, statutory assessments of Special Educational Needs, or school re-organisation proposals should be raised with the local authority – Wandsworth Borough Council – 020 8871 6000                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Matters likely to require a Child Protection Investigation</li></ul>                                                                    | <p>Complaints about child protection matters are handled under our child protection and safeguarding policy and in accordance with relevant statutory guidance.</p> <p>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).</p> <p>LADO – 07974 586461<br/>MASH – 020 8871 6622</p>           |
| <ul style="list-style-type: none"><li>• Exclusion of children from school*</li></ul>                                                                                            | <p>Further information about raising concerns about exclusion can be found at: <a href="http://www.gov.uk/school-discipline-exclusions/exclusions">www.gov.uk/school-discipline-exclusions/exclusions</a>.</p> <p><i>*complaints about the application of the positive behaviour policy can be made through the school's complaints procedure.</i> Out Positive Behaviour Policy can be found on our websites.</p>                      |
| <ul style="list-style-type: none"><li>• Whistleblowing</li></ul>                                                                                                                | <p>We have an internal whistleblowing procedure for all our employees, including temporary staff and contractors.</p> <p>The Secretary of State for Education is the prescribed person for matters relating to education for whistleblowers in education who do not want to raise matters direct with their employer. Referrals can be made at: <a href="http://www.education.gov.uk/contactus">www.education.gov.uk/contactus</a>.</p> |

|                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                   | Volunteer staff who have concerns about our school should complain through the school's complaints procedure. You may also be able to complain direct to the LA or the Department for Education (see link above), depending on the substance of your complaint.                                                                  |
| <ul style="list-style-type: none"> <li>Staff grievances</li> </ul>                                                                                | Complaints from staff will be dealt with under the school's internal grievance procedures.                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>Staff conduct</li> </ul>                                                                                   | <p>Complaints about staff will be dealt with under the school's internal disciplinary procedures, if appropriate.</p> <p>Complainants will not be informed of any disciplinary action taken against a staff member as a result of a complaint. However, the complainant will be notified that the matter is being addressed.</p> |
| <ul style="list-style-type: none"> <li>Complaints about services provided by other providers who may use school premises or facilities</li> </ul> | Providers should have their own complaints procedure to deal with complaints about service. Please contact them direct.                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>National Curriculum - content</li> </ul>                                                                   | <p>Please contact the Department for Education at:</p> <p><a href="http://www.education.gov.uk/contactus">www.education.gov.uk/contactus</a></p>                                                                                                                                                                                 |

If other bodies are investigating aspects of the complaint, for example the police, local authority (LA) safeguarding teams or Tribunals, 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.

If a complainant commences legal action against a WFMNS school in relation to their complaint, we will consider whether to suspend the complaints procedure in relation to their complaint until those legal proceedings have concluded.

## Resolving complaints

At each stage in the procedure, the WFMNS wants to resolve the complaint. If appropriate, we will acknowledge that the complaint is upheld in whole or in part. In addition, we may offer one or more of the following:

- an explanation
- an admission that the situation could have been handled differently or better
- an assurance that we will try to ensure the event complained of will not recur
- an explanation of the steps that have been or will be taken to help ensure that it will not happen again and an indication of the timescales within which any changes will be made
- an undertaking to review school policies in light of the complaint
- an apology.

## **Withdrawal of a Complaint**

If a complainant wants to withdraw their complaint, we will ask them to confirm this in writing.

## **Formal Complaints Procedure**

### **Stage 1 – Informal**

The school will take informal concerns seriously and make every effort to resolve the matter quickly. It may be the case that the provision or clarification of information will resolve the issue.

The complainant should raise the complaint as soon as possible with the relevant member of staff or the Headteacher as appropriate, either in person or by letter, telephone or email. If the complainant is unclear who to contact or how to contact them, they should contact the school office of the school in which the concern is based.

The school will acknowledge informal complaints within 2 school days, and investigate and provide a response within 5 school days.

The informal stage will involve a meeting between the complainant and the Headteacher, manager or teacher, as appropriate.

#### **Resolution meeting**

Where a complainant agrees to attend a resolution meeting, this will usually be arranged no later than 10 school days after the date of the letter to the complainant, if the complainant is still unhappy with the outcome of the informal investigation.

The purpose of the meeting is to give the opportunity for all parties to meet and agree any restorative actions.

Matters raised in this informal meeting will be confidential to that meeting with the only minutes recorded being the agreed outcomes.

The meeting will be chaired by the appointed governor.

Should the meeting not produce a resolution, then the complainant can still appeal to a panel of the governing body against the outcome of the investigation. This request must be made within 10 school days of the resolution meeting.

### **Stage 2 – Formal - Complaint to the Headteacher (timescales exclude school holidays)**

If you are not satisfied with the outcome of any concern raised at the informal stage as described above or feel that the matter is serious enough to warrant a formal complaint, you can make a formal

complaint in writing to the Headteacher (unless they are about the Headteacher). The Federation has a standard complaints form which is attached at the end of this policy.

- The Headteacher may delegate the investigation to another member of the Federation's Senior Leadership Team but not the decision to be taken.
- The Headteacher will record the date the complaint is received and will acknowledge receipt of the complaint in writing (either by letter or email) within 7 school days.
- Within this response, the Headteacher will seek to clarify the nature of the complaint, ask what remains unresolved and what outcome the complainant would like to see. The Headteacher can consider whether a face to face meeting is the most appropriate way of doing this.

During the investigation, the Headteacher (or investigator) will:

- if necessary, interview those involved in the matter and/or those complained of, allowing them to be accompanied if they wish
- keep a written record of any meetings/interviews with those involved, as well as any interactions with you, in relation to their investigation.

At the conclusion of their investigation, the Headteacher will provide a formal written response within 20 school days of the date of receipt of the complaint.

If the Headteacher is unable to meet this deadline, they will provide the complainant with an update and revised response date.

The response will detail any actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of actions the WFMNS will take to resolve the complaint.

If the complainant is dissatisfied with the outcome of the complaint, there is a right of appeal. The Headteacher will advise the complainant of how to escalate their complaint.

If the complaint is against a member of staff and is not a disciplinary or safeguarding matter, the Headteacher will speak to that employee using the complaints procedure.

If the complaint is about the Headteacher, the process for dealing with the complaint will be the same as outlined under Stages 1 and 2 of this complaint's procedure. A suitably skilled governor (not the Headteacher) will deal with Stage 1 and, if necessary, a panel of governors will hear any appeal at Stage 2.

If the complaint is:

- jointly about the Chair and Vice Chair or
- the entire governing body or

- the majority of the governing body

it should be sent to the Clerk to the Governing Body. Stage 2 will be considered by an independent investigator appointed by the Governing Body. At the conclusion of their investigation, the independent investigator will provide a formal written response.

### **Stage 3– Formal Review Panel (note all timescales exclude school holidays)**

If the complainant is dissatisfied with the outcome at Stage 1 and wishes to take the matter further, they can escalate the complaint to Stage 2 – a meeting with members of the governing body’s complaints committee, which will be formed of the first three, impartial, governors available. This is the final stage of the complaints procedure.

A request to escalate to Stage 3 must be made to the Clerk to the Governing Body, via the school office/Reception, within 10 school days of receipt of the Stage 2 response.

The Clerk will record the date the complaint is received and acknowledge receipt of the complaint in writing (either by letter or email) within 5 school days.

Requests received outside of this time frame will only be considered if exceptional circumstances apply.

The Clerk will write to the complainant to inform them of the date of the meeting. They will aim to convene a meeting within 20 school days of receipt of the Stage 3 request. If this is not possible, the Clerk will provide an anticipated date and keep the complainant informed.

If the complainant rejects the offer of three proposed dates, without good reason, the Clerk will decide when to hold the meeting. It will then proceed in the complainant’s absence on the basis of written submissions from both parties.

The complaints committee will consist of at least three governors with no prior involvement or knowledge of the complaint. Prior to the meeting, they will decide amongst themselves who will act as the Chair of the Complaints Committee. If there are fewer than three governors from the WFMNS, available, the Clerk will source any additional, independent governors through another local school or through their LA’s Governor Services team, in order to make up the committee. Alternatively, an entirely independent committee may be convened to hear the complaint at Stage 3.

The committee will decide whether to deal with the complaint by inviting parties to a meeting or through written representations, but in making their decision they will be sensitive to the complainant’s needs.

If the complainant is invited to attend the meeting, they may bring someone along to provide support. This can be a relative or friend. Generally, we do not encourage either party to bring legal representatives to the committee meeting. However, there may be occasions when legal representation is appropriate.

For instance, if a school employee is called as a witness in a complaint meeting, they may wish to be supported by union and/or legal representation.

*Note: Complaints about staff conduct will not generally be handled under this complaints procedure. Complainants will be advised that any staff conduct complaints will be considered under staff disciplinary procedures, if appropriate, but outcomes will not be shared with them.*

Representatives from the media are not permitted to attend.

At least 10 school days before the meeting, the Clerk will:

- confirm and notify the complainant of the date, time and venue of the meeting, ensuring that, if the complainant is invited, the dates are convenient to all parties and that the venue and proceedings are accessible
- request copies of any further written material to be submitted to the committee at least 5 school days before the meeting.

Any written material will be circulated to all parties at least 5 school days before the date of the meeting. The committee will not normally accept, as evidence, recordings of conversations that were obtained covertly and without the informed consent of all parties being recorded.

The committee will also not review any new complaints at this stage or consider evidence unrelated to the initial complaint to be included. New complaints must be dealt with from Stage 1 of the procedure.

The meeting will be held in private. Electronic recordings of meetings or conversations are not normally permitted unless a complainant's own disability or special needs require it. Prior knowledge and consent of all parties attending must be sought before meetings or conversations take place. Consent will be recorded in any minutes taken.

The committee will consider the complaint and all the evidence presented. The committee can:

- uphold the complaint in whole or in part
- dismiss the complaint in whole or in part.

If the complaint is upheld in whole or in part, the committee will:

- decide on the appropriate action to be taken to resolve the complaint
- where appropriate, recommend changes to the school's systems or procedures to prevent similar issues in the future.

The Chair of the Committee will provide the complainant and the school with a full explanation of their decision and the reason(s) for it, in writing, within 5 school days.

The letter to the complainant will include details of how to contact the Department for Education if they are dissatisfied with the way their complaint has been handled by the setting.

If the complaint is:

- jointly about the Chair and Vice Chair or
- the entire governing body or
- the majority of the governing body

Stage 3 will be heard by a committee of independent governors.

The response will detail any actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of actions the school will take to resolve the complaint.

The response will also advise the complainant of how to escalate their complaint should they remain dissatisfied.

### **Local Authority Mediation Role**

Local Authorities are not part of the formal statutory process for school complaints, however Balham, Eastwood and Somerset Nursery Schools works closely with Wandsworth Local Education Authority and governors believe there can be value in using a mediation process for some complaints. Therefore, if both parties are in agreement, the Governing Board of the WFMNS has agreed to offer Local Authority mediation at a stage before a complaint is escalated to the Secretary of State for Education.

Mediation is an effort to bring the two parties together; it does not formally reinvestigate or propose remedies; and Wandsworth LA mediation service cannot impose a resolution to a complaint.

Wandsworth's involvement in mediation shall be time limited to no more than six weeks and school term times will need to be taken into consideration. Should a resolution fail to be reached within this time period, you will be advised of your right to escalate your complaint to the Secretary of State for Education.

## **Appeals procedure**

The procedure for an appeal is as follows:

1. The complainant and Headteacher/respondent will enter the hearing together, where both parties are invited to attend a meeting.
2. The Chair of the Appeal Panel will introduce the panel members and outline the process.
3. The complainant will explain the complaint.
4. The Headteacher/respondent and panel may in turn question the complainant.
5. The Headteacher or respondent will explain the school's actions.
6. The complainant and panel will question the Headteacher or respondent.
7. The complainant will sum up their complaint.
8. The Headteacher or respondent will sum up the school's actions.

9. The Chair of the Appeal Panel will draw this part of the hearing to a close and advise both parties on next steps.
10. Both parties will leave the meeting together while the Appeal Panel comes to a decision
11. The Clerk will remain with the Appeal Panel until a decision is reached. The Clerk will provide full minutes of the meeting.

## **The Appeal – Possible Outcomes**

The committee will consider the complaint and all the evidence presented. The committee can:

- uphold the complaint in whole or in part
- dismiss the complaint in whole or in part.

If the complaint is upheld in whole or in part, the committee will:

- decide on the appropriate action to be taken to resolve the complaint
- where appropriate, recommend changes to the school's systems or procedures to prevent similar issues in the future.

The complainant will be notified of the decision by the Chair of the Appeal Panel within 10 school days of the appeal hearing. The letter to the complainant will include details of how to contact the Department for Education, (for a school related matter), if they are dissatisfied with the way their complaint has been handled by the WFMNS and it seems appropriate to do so

The Governing Body of the WFMNS will also be provided with a copy of the outcome letter.

If the complaint is:

- jointly about the Chair and Vice Chair or
- the entire governing body or
- the majority of the governing body

Stage 2 will be heard by a committee of independent governors.

The response will detail any actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of actions the WFMNS

## **Conclusion and Next Steps**

The Stage 3 Appeal Panel's decision is final. If the complainant believes the school did not handle their complaint in accordance with the published complaints procedure or they acted unlawfully or unreasonably in the exercise of their duties under education law, they can contact the Department for Education after they have completed Stage 3.

The Department for Education will not normally reinvestigate the substance of complaints or overturn any decisions made by the WFMNS. They will consider whether the WFMNS has adhered to education legislation and any statutory policies connected with the complaint.

The complainant can refer their complaint to the Department for Education online at:

<https://www.gov.uk/complain-about-school/state-schools>, by telephone on: 0370 000 2288 or by writing to:

Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD.

## APPENDIX 1

# Complaint Form

Please complete and return to school office/Reception of the relevant Nursery School in a sealed envelope marked for the attention of the Headteacher OR if the complaint concerns the Headteacher to the Chair of Governors OR if the complaint concerns Governors to the Clerk to the Wandsworth Federation of Maintained Nursery Schools. You will receive an acknowledgement of receipt and advice on next steps in accordance with the complaints procedure.

|                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|
| <b>Your name:</b>                                                                                                  |
| <b>Pupil's name (if relevant):</b>                                                                                 |
| <b>Your relationship to the pupil (if relevant):</b>                                                               |
| <b>Address:</b>                                                                                                    |
| <b>Postcode:</b>                                                                                                   |
| <b>Day time telephone number:</b>                                                                                  |
| <b>Evening telephone number:</b>                                                                                   |
| <b>Please give details of your complaint, including whether you have spoken to anybody at the school about it.</b> |

**What actions do you feel might resolve the problem at this stage?**

**Are you attaching any paperwork? If so, please give details.**

**Signature:**

**Date:**

**Official use**

**Date acknowledgement sent:**

**By who:**

**Complaint referred to:**

**Date:**

### **Policy for managing serial and unreasonable complaints and/or unreasonable or persistent contact with the Wandsworth Federation of Maintained Nursery Schools ('the Federation')**

The Federation is committed to dealing with all complaints fairly and impartially and to providing a high quality service to those who complain. We will not normally limit the contact complainants have with us at either of our schools or day nursery. However, we do not expect our staff to tolerate unacceptable behaviour and will take action to protect staff from that behaviour, including that which is abusive, offensive or threatening.

The Federation defines unreasonable behaviour as that which hinders our consideration of complaints because of the frequency or nature of the complainant's contact with us, such as, if the complainant:

- refuses to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance
- refuses to co-operate with the complaints investigation process
- refuses to accept that certain issues are not within the scope of the complaints procedure
- insists on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice
- introduces trivial or irrelevant information which they expect to be taken into account and commented on
- raises large numbers of detailed but unimportant questions and insists they are fully answered, often immediately and to their own timescales
- makes unjustified complaints about staff who are trying to deal with the issues and seeks to have them replaced
- changes the basis of the complaint as the investigation proceeds
- repeatedly makes the same complaint (despite previous investigations or responses concluding that the complaint is groundless or has been addressed)
- refuses to accept the findings of the investigation into that complaint where the Federation's complaints procedure has been fully and properly implemented and completed including referral to the Department for Education
- seeks an unrealistic outcome
- makes excessive demands on the schools' or day nursery time by frequent, lengthy and complicated contact with staff regarding the complaint in person, in writing, by email and by telephone while the complaint is being dealt with
- uses threats to intimidate
- uses abusive, offensive or discriminatory language or violence
- knowingly provides falsified information
- publishes unacceptable information on social media or other public forums.

Complainants should try to limit their communication with the Federation that relates to their complaint, while the complaint is being progressed. It is not helpful if repeated correspondence is sent (either by letter, phone, email or text), as it could delay the outcome being reached.

Whenever possible, the Headteacher or Chair of Governors will discuss any concerns with the complainant informally before applying an '*unreasonable*' marking.

If the behaviour continues, the Headteacher will write to the complainant explaining that their behaviour is unreasonable and ask them to change it. For complainants who excessively contact the Federation causing a significant level of disruption, we may specify methods of communication and limit the number of contacts in a communication plan. This will be reviewed after six months.

In response to any serious incident of aggression or violence, we will immediately inform the police and communicate our actions in writing. This may include barring an individual from any Federation premises/sites.

# Roles and Responsibilities

## Complainant

The complainant will receive a more effective response to the complaint if they:

- explain the complaint in full as early as possible
- co-operate with the school in seeking a solution to the complaint
- respond promptly to requests for information or meetings or in agreeing the details of the complaint
- ask for assistance as needed
- treat all those involved in the complaint with respect
- refrain from publicising the details of their complaint on social media and respect confidentiality.

## Investigator

The investigator's role is to establish the facts relevant to the complaint by:

- providing a comprehensive, open, transparent and fair consideration of the complaint through:
  - sensitive and thorough interviewing of the complainant to establish what has happened and who has been involved
  - interviewing staff and children/young people and other people relevant to the complaint
  - consideration of records and other relevant information
  - analysing information
- liaising with the complainant and the complaints co-ordinator as appropriate to clarify what the complainant feels would put things right.

The investigator should:

- conduct interviews with an open mind and be prepared to persist in the questioning
- keep notes of interviews or arrange for an independent note taker to record minutes of the meeting
- ensure that any papers produced during the investigation are kept securely pending any appeal
- be mindful of the timescales to respond
- prepare a comprehensive report for the Headteacher or complaints committee that sets out the facts, identifies solutions and recommends courses of action to resolve problems.

The Headteacher or complaints committee will then determine whether to uphold or dismiss the complaint and communicate that decision to the complainant, providing the appropriate escalation details.

## Clerk to the Governing Body

The Clerk is the contact point for the complainant and the committee and should:

- 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)
- set the date, time and venue of the meeting, ensuring that the dates are convenient to all parties (if they are invited to attend) 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
- record the proceedings
- circulate the minutes of the meeting
- notify all parties of the committee's decision.

## Committee Chair

The committee's chair, who is nominated in advance of the complaint meeting, should ensure that:

- both parties are asked (via the Clerk) to provide any additional information relating to the complaint by a specified date in advance of the meeting
- 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/young person
- the remit of the committee is explained to the complainant
- 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.

If a new issue arises it would be useful to give everyone the opportunity to consider and comment upon it; this may require a short adjournment of the meeting

- both the complainant and the school 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 issues are addressed
- key findings of fact are made
- the committee is open-minded and acts independently
- no member of the committee has an external interest in the outcome of the proceedings or any involvement in an earlier stage of the procedure
- the meeting is minuted

- they liaise with the Clerk.

## **Committee Member**

Committee members should be aware that:

- the meeting must be independent and impartial, and should be seen to be so

No governor may sit on the committee if they have had a prior involvement in the complaint or in the circumstances surrounding it.

- the aim of the meeting should be to resolve the complaint and achieve reconciliation between the school and the complainant

We recognise that the complainant might not be satisfied with the outcome if the meeting does not find in their favour. It may only be possible to establish the facts and make recommendations.

- many complainants will feel nervous and inhibited in a formal setting

Parents/carers often feel emotional when discussing an issue that affects their child.

- the welfare of the child/young person is paramount.