

Safe Opportunities

Policy Documents

SO116 – Safe Opportunities- Complaints policy

Safe Opportunities is committed to a fair system for parents and colleagues to raise concerns and complaints.

Signed by:

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Company Director

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Statement of intent

Safe Opportunities aims to resolve all complaints at the earliest possible stage and is dedicated to ensuring all complaints are managed sympathetically and efficiently.

Any complaint or concern will be taken seriously, whether formally or informally, and the appropriate procedures will be implemented. This policy has been created to deal with any complaint against a member of staff, or Safe Opportunities as a whole, relating to any aspects of the company or the provision of facilities or services.

Safe Opportunities will ensure the complaints procedure is:

Easily accessible and publicised on the SafeOpportunities website. ([Safe Opportunities Home Page/ Company](#))

- Simple to understand and put into practice.
- Impartial and fair to all parties involved.
- Respectful of confidentiality duties.
- Continuously under improvement, using information gathered during the procedure.
- Fairly investigated, by an independent person when necessary.
- Used to address all issues to provide appropriate and effective responses where necessary.

1. Legal framework

- 1.1. This policy has due regard to legislation including, but not limited to, the following:
 - **Education and Skills Act 2008**
 - **The Education (Independent School Standards) Regulations 2014**
 - **Equality Act 2010**
 - **The General Data Protection Regulation (GDPR)**
 - **Data Protection Act 2018**
 - **Freedom of Information Act 2000**
- 1.2. This policy also has due regard to related guidance including, but not limited to, the following:
 - **DfE (2019) 'The Independent School Standards'**
- 1.3. This policy will be implemented in accordance with the following policies:
 - **Malpractice and Maladministration policy**
 - **Grievance Policy via HR policies**

2. Definitions

- 2.1. For the purpose of this policy, a “**complaint**” can be defined as ‘an expression of dissatisfaction’ towards the actions taken or a perceived lack of action taken.
- 2.2. A “**concern**” can be defined as ‘an expression of worry or doubt’ where reassurance is required.
- 2.3. “**Complainants**” are those who have raised a concern or a complaint.
- 2.4. A “**grievance**” is an issue raised by a member of staff where they feel the school has not implemented a policy or process fairly or properly. Grievances will be dealt with in line with the school’s Grievance Policy.
- 2.5. For the purpose of this policy, concerns will be classed and addressed as complaints.
- 2.6. For the purpose of this policy, “**days**” relate to school days.

3. Eligibility to make a complaint

- 3.1. Pupils and parents (including individuals with parental responsibility) currently being educated with Safe Opportunities are able to make a complaint in line with this policy.
- 3.2. All complaints will be treated seriously and confidentially. Parents will be assured that their children will not be penalised if they raise a complaint.

3.3. This policy does not cover complaints made by the following:

- **Parents of students who have left voluntarily or as a result of being excluded (except where the complaints processes was started when the student was still being educated at Safe Opportunities)**
- **Prospective students and their parents, and the failure to admit such students**

4. Timescales

- 4.1. Complaints are expected to be made as soon as possible after an issue arises to ensure the issue is addressed in an appropriate timescale.
- 4.2. Safe Opportunities upholds a three-month time limit in which a complaint can be lodged following an incident.
- 4.3. Complaints made outside this time limit will not be automatically refused and exceptions will be considered.
- 4.4. Timescales for managing complaints at specific stages are outlined in the relevant sections of this policy.
- 4.5. In the case of any timescales changing, all parties involved will be informed of the changes in a timely manner.

5. Stage 1 – informal raising of a concern

- 5.1. Safe Opportunities expects that most concerns can be resolved informally.
- 5.2. Concerns should be raised initially as follows:
 - Educational issues – raise the concern with the relevant staff member. The concern will be passed to a more senior member of staff if appropriate.
 - Pastoral care – raise the concern with the Company Director.
 - Financial matters – raise the concern with the Company Director.
 - Other concerns – raise the concern with the Company Director.
 - Concerns regarding the Company Director – raise the concern with the safeguarding lead as noted in our safeguarding policy.
 - A complaint may be made in person, by telephone or in writing.
- 5.3. A written record will be kept of all concerns and the date on which they were received.
- 5.4. A concern provided in writing will be acknowledged by telephone or in writing within 2 days of receipt during term time and as soon as practicable during school holidays.
- 5.5. If the concern is not resolved within 5 days or, in the event that the complainant is not satisfied with the response to their concern, the

complainant will be advised to proceed in accordance with stage 2 of this procedure.

6. Stage 2 – formal complaint

- 6.1. The complainant should submit their complaint in writing to the company director.
- 6.2. The complaint will be acknowledged by telephone or in writing within 2 days of receipt during term time and as soon as practicable during school holidays, indicating that action is being taken and the likely timescales.
- 6.3. The Company Director will meet with the complainant within 5 days of acknowledging receipt of the complaint to discuss the matter. If the complaint is about the company director, the discussion will take place with the safeguarding lead.
- 6.4. During the meeting, the Company Director will attempt to reach a resolution; however, it may be necessary for further investigations to be carried out by the Company Director or another designated member of staff. If the complaint is about the company director, the safeguarding lead will arrange any necessary investigations.
- 6.5. Written records will be kept of all meetings and other communications held in relation to the complaint.
 - Once all facts are established, the Company Director will inform the complainant of their decision and their reasoning in writing.
- 6.6. If the complaint is about the company director, the safeguarding lead will inform the complainant of their decision and their reasoning in writing.
- 6.7. The complainant will be informed of the decision within 10 days from the receipt of the complaint. Where there are exceptional circumstances resulting in a delay, the complainant will be notified of this and informed of the new timescales as soon as possible.
- 6.8. If the complainant is not satisfied with the outcome suggested, they will be advised to proceed to stage 3 of this procedure.

7. Stage 3 – Senior staff members discussion

- 7.1. Where a complaint cannot be resolved during stage 2, a discussion with senior team (three people) appointed by or on behalf of the school's proprietor will be arranged.
- 7.2. The team will consist of at least three people who were not directly involved in the matters detailed in the complaint. One will be independent of the management team.
- 7.3. The decision, findings and recommendations will be provided to the complainant in writing within 5 days of the discussion.

- 7.4. A copy of the decision, findings and recommendations will be sent to, where relevant, the person complained about, the Company Director.
- 7.5. The decision of the panel will be final, and the completion of stage 3 represents the conclusion of the Safe Opportunities' complaints procedure.
- 7.6. If it is found that Safe Opportunities has not met its requirements in relation to managing complaints because of the way a particular complaint has been handled, the Secretary of State has no power to compel Safe Opportunities to alter its decision on that complaint, only to take regulatory action designed to address the failure to meet the complaints standard, so that future complaints are dealt with properly.

8. Recording complaints

- 8.1. A written record will be kept of any complaint made, detailing:
 - Whether the complaint was resolved following an informal route, formal route or panel hearing.
 - Actions taken by the school as a result of the complaint (regardless of whether the complaint was upheld).
- 8.2. Additional records may be kept containing the following information:
 - The date the issue was raised
 - The name of the complainant and, where relevant, their child
 - A description of the issue
 - Records of all the investigations
 - Witness statements
 - The name of the staff member responsible for handling the issue at each stage
 - Copies of correspondence on the issue
- 8.3. Correspondence, statements and records relating to individual complaints will be kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the Education and Skills 2008 Act requests to access them.

9. Monitoring and review

- 9.1. This policy will be reviewed annually.
- 9.2. All changes made to this policy will be communicated with all relevant stakeholders.
- 9.3. The next scheduled review date of this policy is May 1st 2022