

COMPLAINTS POLICY

<p>Policy Owner</p> <p>PPS Director of Operations and Finance</p>	<p>Applies to</p> <p>Prior Park Schools (Trust Wide)</p>	<p>Superseded documents</p> <p>PPS Complaints Policy v3</p>
<p>Associated documents</p> <p>Admissions Policy Safeguarding Policy Counter Bullying Policy Equal Opportunities Policy Exclusions Policy Retention and Destruction Handbook Policy Behaviour Policy</p>	<p>Review frequency</p> <p>Every year (unless the legislation/regulations update before this time)</p> <p>Implementation date</p> <p>1 September 2022</p>	<p>Legal Framework</p> <p>See policy</p>

This policy is reviewed annually, or more regularly as required, prior to approval by Trustees

Last reviewed by:	Head of Compliance (Emma Wickham) & Director of Operations and Finance (Emma Sandberg)
Date last reviewed:	August 2022
Approved by Trustees:	Approved by PEB
Date last approved:	30 August 2022
Date for next approval:	August 2023

This policy will be ratified by the Board of Trustees on 8th September 2022

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:
Curiosity - Generosity - Courage

2. SCOPE

This policy is written in line with the following Legal framework, regulations and statutory guidance (not exhaustive);

- A: The Education (Independent School Standards) Regulations 2014 as amended by the Independent Education Provisions in England (Inspection Fees) and Independent School Standards (Amendments) 2018 (ISS Regulations)
- B: Boarding Schools: National Minimum Standards, September 2022
- C: ISI Handbook for the Inspection of Schools - Commentary on the Regulatory Requirements, September 2021 (ISI Handbook)
- D: The Early Years Foundation Stage: Statutory Framework, September 2021
- E: General Data Protection Regulation and the Data Protection Act (DPA) 2018
- F: COBIS (Council of British Independent Schools) - PPSG only
- G: HM Government of Gibraltar (Department of Education)- PPSG only

PPS will endeavour to resolve all complaints as quickly as is practical in the circumstances, and in accordance with this Policy. This Policy is also applicable when parents use SchoolBase (our current MIS) to inform staff of a concern. For the purposes of this policy and for compliance monitoring both a concern and a complaint will be dealt with in the same way, in line with the Independent Schools Standards regulations.

For the purposes of this policy both concerns and complaints will be referred to as a complaint.

PPS is proud of the quality of its teaching, pastoral and boarding care. Nonetheless, complaints from parents or students can and do arise from time to time. This policy is available to parents, students, and visitors and explains how your complaint will be handled. It concerns all three schools within the Trust and includes the Early Years Foundation Stage and Boarding.

Any complaints should have a direct connection with the one of the three schools within PPS.

A complaint by a former student and/or their parents will be dealt with under this Complaints Policy but **only** if the complaint was initially raised when the student, to which the complaint relates, was still registered as a student at one of the Schools at the time.

In accordance with paragraph 32(1)(b) of Schedule 1 to the Education (Independent School Standards) Regulations 2014, PPS will make available to parents of students and of prospective and former students provide, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate, details of the School's Complaints Policy and the number of complaints registered under the formal procedure during the preceding school year.

Written procedures for members of staff to state a grievance are the subject of a separate policy the PPS Grievance Policy

For the purposes of this Policy any student, parent or visitor making a complaint shall be referred to (individually and collectively where there is more than one person involved in making the complaint) as the '**Complainant(s)**'.

'**Delegated Person**' someone who has been given authority to speak on behalf of the Head e.g. Trade Union Rep, Deputy Head or another Head.

'**Working Days**' is used throughout this policy and means Monday-Friday during term time. We will normally complete each stage within the timeframe, however, during school holidays this may not be possible, and will therefore be completed as soon as is reasonable possible.

'**Exceptional/Complex Cases**' - There are occasions when further investigation is required when the complaint/appeal is complex in nature, the school reserves the right to extend the timeframes of a Stage 2 complaint or Stage 3 appeal. In these situations, the Clerk to the Trustees will inform the Complainant and keep them updated throughout.

3. COMPLAINTS POLICY

A complaint is an expression of dissatisfaction regarding a real or perceived problem. It may be made about the school as a whole, about a specific department or about an individual member of staff, and any matter about which a parent is unhappy and seeks action by the school. A complaint is likely to arise if a parent or student believes that the school has done something wrong, failed to do something that it should have done or has acted unfairly.

Complainant can be assured that all concerns and complaints will be treated seriously and confidentially. The school is here for educating young people and Parental and Student Complainant, can be assured that no child will be penalised for a complaint raised in good faith.

This Policy applies to all students both day and boarding, and for the EYFS Provision.

4. COMPLAINTS PROCEDURE

Stage 1 - INFORMAL RESOLUTION

The guide below outlines the process involved if you wish to take the matter further.

It is hoped and expected that most complaints will be resolved quickly and informally.

Parental and/or Student Complaints, whether written or verbal, should be made in the first instance to either:

- the relevant Housemaster/Housemistress, Head of House, tutor, class/subject teacher
- on purely academic matters to the Head of Department (PPC)/Director of Studies (TP)/the Deputy Head (PPSG)
- on purely boarding matters (PPC only) to the House Parent
- on administrative/financial issues to the Prior Park Schools Director of Operations and Finance.

Visitors should make their complaint to the school Reception, who will pass on the complaint to the appropriate person.

Complaints made directly to a more senior member of the teaching staff (e.g. Head or Deputy Head) will normally be referred back in the first instance to the level described above, unless there is a clear reason not to do so.

If, however, the complaint is against the Head, the Complainant should make their complaint directly to the Director of Operations and Finance (as Clerk to the Trustees) whose contact details are available from the School Office on request.

- A member of staff receiving the complaint will always make a written record, using the Complaints and Concerns Microsoft Form (link below), and will include the date on which the complaint was received, and any action taken.

[PPC Complaints and Concerns Reporting form.url](#)

[PPSG Complaints and Concerns Recording form.url](#)

[TP Complaints and Concerns Recording form.url](#)

The recipient should make every effort to resolve the complaint informally, seeking more senior guidance as necessary. Except in school holidays, Complainant should expect to receive initial acknowledgement of their complaint within **48 hours** within term time and as soon as reasonably possible during school holidays.

Should the matter not be resolved **within 15 days from receipt of the complaint** (within term time and as soon as reasonably possible during school holidays) or in the event that the person receiving the complaint and the Complainant fail to reach a satisfactory resolution then the Complainant will be advised that they can choose to proceed with their complaint in accordance with Stage 2 of this Complaints Procedure.

Stage 2 - FORMAL RESOLUTION

If the complaint cannot be resolved on an informal basis, and the Complainant remains dissatisfied, they should put their complaint in writing to the Head. The Head will decide, after considering the complaint, the appropriate course of action to take.

- Complainant should expect to receive initial acknowledgement of their Stage 2 complaint within **48 hours** within term time and as soon as reasonably possible during school holidays.
- In most cases, but not all, the Head, or their nominee, will meet/speak to the Complainant concerned, within **5 days from receipt of complaint** within term time and as soon as reasonably possible during school holidays, of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- It may be necessary for the Head, or their nominee, to carry out further investigations.
- Once the Head, or their nominee, is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made, and Complainant will be informed of this decision in writing.
- The Head will also give reasons for the decision. In most cases, the Head will make their decision and provide the Complainant with reasons within **15 working days** within term time and as soon as reasonably possible during school holidays, of the complaint being put in writing to him/her.

Stage 2- FORMAL RESOLUTION IN CASES WHERE THE COMPLAINT IS ABOUT THE HEAD

- If the complaint is against the Head, the complaint should be made to the Chair of the relevant school's Local Board, to whom the Chair of Trustees has delegated this responsibility, via the Clerk to the Trustees.
- Complainant should expect to receive initial acknowledgement of their Stage 2 complaint within **48 hours** within term time and as soon as reasonably possible during school holidays.
- In some cases, but not all, the Chair of the Local Board, and/or their nominee, will meet/speak to the Complainant concerned, within **5 working days** within term time and as soon as reasonably possible during school holidays, of acknowledgement of the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- The Chair of the Local Board or their nominee will call for a full report from the Head and for all the relevant documents within **5 working days** within term time and as soon as reasonably possible during school holidays of the specifics of the complaint being established.
- It may be necessary for the Chair of the Local Board, and/or their nominee, to carry out further investigations.
- The full report from the Head and or other members of staff should be sent to the Chair of the Local Board and/or their nominee within **5 working days** within term time and as soon as reasonably possible during school holidays, of them being requested.
- Once the Chair of the Local Board or their nominee is satisfied that, so far as is practicable, all of the relevant facts have been established, the Complainant will be

informed of the decision in writing. The Chair of the Local Board and/or their nominee will make his/her decision and give reasons for his/her decision within **15 working days** of all of the relevant facts and documentation being received.

- If the Complainant is still not satisfied with the decision, they will be advised that they can proceed to Stage 3 of this procedure.

Stage 3 - APPEALS PANEL HEARING

If the Complainant seeks to invoke Stage Three (Panel Hearing) following failure to reach an earlier resolution and where not satisfied with the Head's decision in response to their complaint under Stage Two (Formal Resolution) of this procedure, the Complainant may request that their complaint be further considered by the Appeals Panel ('the Panel') set up for this purpose.

This request for further assessment of the initial complaint will, for the purposes of this Procedure, be known as an 'appeal'. The Panel is only obliged to consider the complaint(s) lodged in this 'initial submission' although they may use their discretion to consider other relevant and related matters that may subsequently arise.

Where the appeal is received by the School during school holidays, or within 2 working days prior to the commencement of those holidays, the School may not deal with the appeal until the commencement of the subsequent school term

- The Complainant must lodge their appeal in writing, addressed to the Chair of Trustees c/o Clerk to the Trustees, within **5 working days of the date of the school's decision** made in accordance with Stage Two (Formal Resolution) of this procedure.
- The receipt of an appeal will be acknowledged by the Clerk to the Trustees, normally within **48 hours** during term time, and as soon as reasonably possible during the school holidays.
- In their appeal, the Complainant should provide full details of their original complaint(s) and reasons for the appeal made against the School and which they believe to have been resolved unsatisfactorily by Stage Two (Formal Resolution) of this Complaints procedure, along with the remedies sought in respect of each.
- The Clerk to the Trustees will inform the Chair of Trustees of the Stage 3 appeal and agree the members of the Panel and date of the hearing.
- The Clerk to the Trustees will circulate all original documentation relating to the Stage 2 Complaint and the Complainant appeal documentation.
- The Clerk to the Trustees will inform the Complainant, within **10 working days** from acknowledging the appeal, of the date for the appeal to be heard.
- The Panel will conduct the Appeal hearing within **20 working days** during term time, and as soon as reasonably possible during the school holidays, of the date being set.

The Panel will consist of at least three people who were not directly involved in the matters detailed in the complaint, including two Trustees and one person independent of the management and running of the School. The process used for selecting an independent person will conform to relevant guidance issued by the Department for Education:

"Our general view is that people who have held a position of responsibility and are used to scrutinising evidence and putting forward balanced arguments would be suitable. Examples of persons likely to be suitable are serving or retired business people, civil servants, heads or senior

members of staff at other schools, people with a legal background and retired members of the Police Force might be considered.”

The following are entitled to attend a hearing, submit written representations and address the Panel:

- a) The Complainant (and, if aged 16 or over, the student), who may be accompanied by one other person, usually a friend or relative
- b) The Head, who may be accompanied by the Delegated Person* (if relevant) or another colleague
- c) Any other interested person whom the Panel considers to have a reasonable and just interest in the appeal and whose contribution would assist the Panel in their decision-making.

Legal representation will not normally be appropriate.

The hearing should continue even if the Complainant decides not to attend. If necessary, the Panel should consider the appeal in their absence and issue findings on the substance of the complaint, thereby bringing the matter to a conclusion.

The requirement for the Panel to proceed does not prevent the School from accommodating parental availability for dates or considering comments concerning the Panel composition.

Where the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. In such cases all parties will be given the opportunity to submit written evidence to the Panel in support of their position, including:

- a) documents in support of complaint(s);
- b) chronology and key dates relating to complaint(s);
- c) written submission(s) setting out the complaint(s) in more detail.

It is for the Panel to decide how to conduct the proceedings of the appeal, which should be reasonably informal so that all parties present their case effectively. If possible, the Panel will resolve the Complainant appeal immediately without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out. (See Complex/Exceptional Cases above).

After due consideration of all the facts they consider relevant, the Panel will reach a decision as to whether to uphold or reject the complaint and may make recommendations within **10 working days** during term time, and as soon as reasonably possible during school holidays. The decision reached by the Panel is final, although any recommendations which may have financial implications for the School may be subject to formal approval from the relevant authorities (e.g. the Board of Governors).

The Panel's findings and recommendations will be sent by the Clerk to the Trustees via electronic mail or otherwise, to the Complainant, Head, the Trustees and, where relevant, the person(s) complained about, within **5 working days** during term time, and as soon as reasonably possible during school holidays. The letter will state any reasons for the decision reached and recommendations made by the Panel. Details of the findings and recommendations will be retained in School as described in the *Provision of Information* section.

5. Persistent correspondence

Where repeated attempts are made by a Complainant to raise the same complaint after it has been considered at all three stages, PPS reserves the right to treat this as vexatious and outside the scope of this procedure.

6. EYFS

Written complaints about the fulfilment of the EYFS requirements must be investigated and the Complainant notified of the outcome of the investigation within **28 days**. The record of complaints must be made available to Ofsted and ISI on request.

7. PROVISION OF INFORMATION

All correspondence, statements and records relating to individual complaints will be kept confidential except where disclosure is required in the course of the school's inspection or under other legal or regulatory obligation, or otherwise comes into the Public Domain through no fault of PPS.

Retention - The period for retaining records of complaints will be retained for a minimum of 7 years or until the Complainant's child is 25 years old, whichever is the later. Where there is a safeguarding angle, 'Records concerning allegations of abuse must be preserved for the term of the Independent inquiry into Child Sexual Abuse and at least until the accused has reached normal pension age or for 10 years from the date of the allegation if it is longer.'

Each School will provide ISI/Ofsted or the DfE (UK and Gibraltar), on request, with a written record of all complaints made during any specified period, and the action which was taken as a result of each complaint.

Each School processes data in accordance with its Privacy Notice(s). When dealing with complaints the School (including any Panel member appointed under the Stage 3 process) may process a range of information, which is likely to include the following:

- Date when the issue was raised
- Name of Complainant
- If applicable- name of student
- Description of the issue
- Records of all the investigations (if appropriate)
- Witness statements (if appropriate)
- Name and contact details of member (s) of staff handling the issue at each stage
- Copies of all correspondence on the issue (including emails and records of phone conversations)
- Notes/minutes of the hearing, and
- The Panel's written decision

This may include 'special category personal data' (as further detailed in the School's Privacy Notice and/or Data Protection Policy, but potentially including, for instance, information relating to physical or mental health) where this is necessary owing to the nature of the complaint. This data will be processed in accordance with the School's Data Protection Policy.

8. Timescales for handling a complaint

‘Working Days’ here refer to working days during school term time (i.e. term-time days).

	Acknowledgment of receipt of complaint	Initial response by School / hearing	Decision
Informal (Stage One)	2 days	15 days from receipt of the complaint	Included in the initial response
Formal (Stage Two)	2 days	5 days from receipt of complaint	15 days from when the specifics of the complaint have been established
Formal (Stage Two where the complaint is about the Head)	2 days	10 days to collate evidence and speak with key people	15 days after receiving all evidence
Panel (Stage Three)	2 days	A total of 30 days for the hearing to take place from receipt of appeal	15 days after hearing

9. Number of Complaints

For the academic year 2021-2022, the School(s) received the following number of formal complaints (Stage 2 and 3):

Prior Park College: 2
The Paragon School: 2
Prior Park School Gibraltar: 0

The Complainant may complain directly to Ofsted/ISI/DfE for UK Schools and in respect of PPSG directly to COBIS or the HM Government of Gibraltar Department of Education.

For PPC and TP:

- Ofsted can be contacted on 0300 123 1231 or by email: enquiries@ofsted.gov.uk
Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

- ISI can be contacted on 020 7600 0100 or by email: concerns@isi.net
ISI, CAP House, 9-12 Long Lane, London EC1A 9HA

- DfE

<https://www.gov.uk/government/organisations/department-for-education>

For PPSG:

- Prior Park School Gibraltar Department of Education,
23 Queensway,
Gibraltar
Tel: +350 20077486/+350 20078638
Fax: +350 20071564
E-mail: info.edu@gibraltar.gov.gi

- COBIS

<https://www.cobis.org.uk/>

APPENDIX A

Stage 3- Panel Framework

1. Introduction

The aim of the hearing is to resolve the complaint and achieve a reconciliation between the College and the Complainant. The Chair of the Panel (S3P) think this definition can go and just refer to the Panel throughout. will ensure that the meeting is properly minuted.

Although the meeting will follow the structured order below, given potential sensitivities and anxieties, the Chair will endeavour to ensure that the proceedings are as informal as possible and that all parties are put at their ease. The introduction of new information, of issues not raised in the letter of complaint or of witnesses not invited to attend, and not previously notified to all parties, would be reason to adjourn the meeting so that everyone has time to consider and respond to the new information.

2. Order of Meeting

The Chair welcomes the Complainant and any companion (if relevant) and introduces the S3P members and Clerk to the Trustees present as note taker. Notes will not be verbatim but an accurate reflection of discussions. Confidentiality is explained and that the meeting must not be recorded other than via the notes taken by the Clerk to the Trustees.

- A. The Chair checks that all parties have received copies of the bundle of documents prepared for the hearing and explains any redactions. The Chair will ask all attendees to observe confidentiality.
- B. The Chair explains the purpose of the meeting and the procedure and outlines the issues raised by the Complainant.
- C. The Chair explains that the S3P's decision will be unanimous or, in the absence of unanimity, made by a majority.
- D. The Chair explains that the S3P's decision will not be given today but the S3P will write to the Complainant with the decision and reasons within **15 working days**.
- E. The Chair explains the S3P do not anticipate calling any additional witnesses. The Head (HM) does not have to be present but may be called if the S3P members deem it necessary (see #H).
- F. The Chair asks the Complainant to explain their complaint and may ask them to refer to documents contained in the bundle where appropriate. Alternatively, the Complainant may confirm that they will simply rely on the grounds of complaint as submitted to the S3P in writing in advance of the hearing.
- G. The Chair and other members of the S3P ask the Complainant any questions that they have regarding the grounds of complaint.
- H. If the Chair or other members of the S3P deem it necessary for the HM to be asked additional questions, the Chair has the discretion at this point to adjourn the hearing or invite the HM to be invited to join the hearing so they can ask the HM any additional questions that they have. The Complainant is not permitted to ask questions directly of the HM and any witnesses brought by the HM.
- I. The Chair and other members of the S3P ask any further questions of either party that arise and need consideration.
- J. The Chair invites the Complainant to make any concluding remarks.
- K. If any further investigation is required, the Chair will explain to the Complainant that there may be a delay in providing the decision and set out any revised timescales, including a potential need to reconvene the hearing.
- L. The Chair closes the hearing and reminds the parties of the confidential nature of the proceedings.

- M. The S3P considers the complaint in private and reaches a unanimous or majority decision. The S3P also decides what action (if any) to take to resolve the complaint and, if appropriate, recommends changes aimed at avoiding similar complaints are not made in future.
- N. All decisions will be notified in writing to all parties, the notes taken will also be included. The decision letter should outline the nature of the complaint, the factors taken into consideration and the decision of the S3P.
- O. The S3P members will return any hardcopy bundles of the hearing papers to the Clerk to the Trustees who will securely shred and dispose of the papers. The Complainant will be asked to confirm they will destroy any hard copy papers, unless otherwise agreed with the Chair.
- P. In accordance with the Complaints Policy and Procedure the S3P's decision will be final.