

**St. Joseph's**  
*Carryduff*



School Complaints Procedure  
January 2020

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## **1. FOREWORD**

### **MISSION STATEMENT**

In St Joseph's a culture of achievement, improvement and ambition exists with clear expectations that all pupils can and will achieve to the very best of their ability.

We aim to provide an inclusive, caring and safe environment in which all children can grow in self-esteem, independence and confidence. Our care for the children enables their holistic development; spiritually, physically, intellectually, morally, emotionally and socially.

Integral to this is the recognition of the self-worth and value of every child, the fostering of the key values of Catholic education and the promotion of mutual understanding and respect for others.

In order to accomplish this we seek to create a learning community where children, parents, staff and governors demonstrate a commitment to achieving high standards, mutual care and support of each other.

- 1.1** In keeping with the school's Mission Statement, we take complaints very seriously. We have the best interests of all pupils and their families at the centre of all we do. In this regard, we encourage you to raise any concerns you might have as soon as possible. If issues are dealt with at an early stage, then they are more likely to be resolved without any sense of dissatisfaction developing unnecessarily.

Most issues can be addressed quickly and effectively by talking to the relevant staff member who will be happy to help. Open communication and regular engagement between school staff and parents/guardians is vital to the effective management of the school.

If you have any concerns or would like clarification of any matter you should talk to your child's class teacher as soon as possible. Any concerns other than those associated with your child's classroom should be raised with the Principal. All concerns raised will be taken seriously and every effort will be made to resolve matters as quickly as possible.

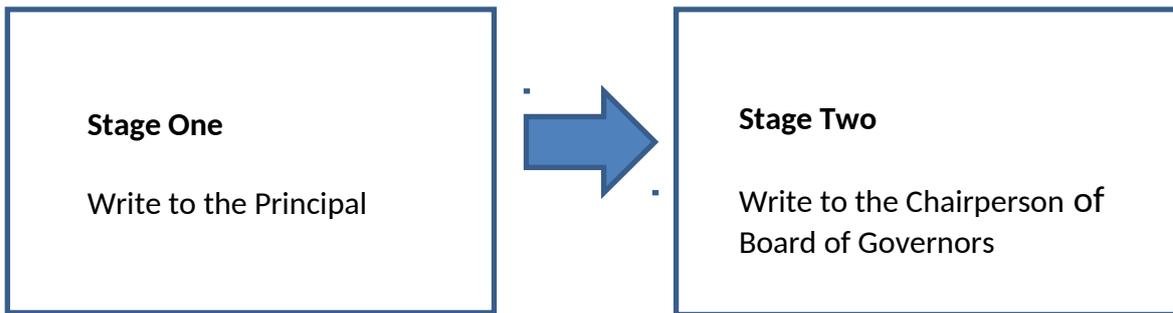
## **2. AIMS**

- 2.1** In operating this Complaints Procedure we aim to:
- encourage resolution of problems by informal means wherever possible;
  - provide timely responses to concerns and complaints;
  - keep complainants informed of progress;
  - ensure a full and fair investigation of your complaint;
  - have due regard for the rights and responsibilities of all parties involved;

- respect confidentiality;
- fully address all aspects of a complaint and provide an effective response;
- take appropriate action to rectify the issue and prevent it happening again where appropriate;
- be responsive to learning from outcomes which will inform and improve practice within the school;
- Provide a process that is simple to understand and use;
- Be impartial;
- Be non-adversarial;

A copy of this Procedure is available on the school's website or is available from the school on request.

### 3. COMPLAINTS PROCEDURE AT A GLANCE



#### **Time Limit**

Please contact the school as soon as possible. Unless there are exceptional circumstances, complaints will normally only be considered within 6 months of origin of the complaint to the school.

#### **Stage One**

When making a complaint, contact the school Principal who will arrange for the complaint to be investigated. *If the complaint is about the Principal, proceed to Stage Two.* The school requires complaints to be made in writing, where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process.

Please provide as much information as possible including;

- name and contact details
- what the complaint is about
- what has already been done to try to resolve it and
- what you would like the school to do to resolve the complaint.

The complaint will normally be acknowledged as soon as possible but within 10 school working days. This will be a short response and you will be sent a copy of the school's complaints procedure. A final response will normally be made within 20 school working days of receipt of the complaint. This response will be issued in writing by the Principal and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld. If, for any reason, the consideration of a complaint takes longer to complete, you will be informed of revised time limits and kept updated on progress.

***These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.***

If you remain unhappy with the outcome at Stage 1, the complaint may be progressed to Stage 2 which is overseen by the Board of Governors.

#### **Stage Two**

If your complaint is about the Principal or if the complaint is unresolved after Stage One, write to the Chairperson of the Board of Governors (*care of the school and marked 'private and confidential'*). Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process. The

Chairperson will convene a committee to consider the complaint. Please provide as much detail as possible as indicated above.

Please provide clear information and include the following:

- Reason(s) why you disagree with the Stage One findings
- Any aspect in which you think the school's complaints procedure was not fully followed

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

***If, for any reason, the review of a complaint takes longer to complete, complainants will be informed of revised time limits and kept updated on progress. These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.***

### **Northern Ireland Public Services Ombudsman (NIPSO)**

If following Stage Two you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO).

The Ombudsman provides a free, independent and impartial service for handling complaints about schools in Northern Ireland. You have the right to complain to the Ombudsman if you feel that you have been treated unfairly or have received a poor service from a school and your complaint has not been resolved to your satisfaction.

A complaint should normally be referred to NIPSO within six months of the final response from the school. The school must advise in its concluding letter that the complaint may be referred to the NIPSO if you remain dissatisfied.

Contact details for NIPSO are:

#### **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](mailto:nipso@nipso.org.uk)  
Web: [www.nipso.org.uk](http://www.nipso.org.uk)

#### 4. SCOPE OF COMPLAINTS PROCEDURE

4.1 The Complaints Procedure sets out how any expression of dissatisfaction relating to the school will be managed. By taking concerns raised seriously at the earliest possible stage, it is hoped that issues can be resolved quickly and effectively.

***Some examples of complaints dealt with;***

- not following school policy
- communication delays / lack of communication
- difficulties in staff / pupil relationships.

#### 4.2 **Complaints with separate established procedures**

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

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

***Matters may still be referred to NIPSO, if it is felt that maladministration has occurred.***

<b>Exceptions</b>	<b>Contact</b>
<ul style="list-style-type: none"><li>• Admissions / Expulsions / Exclusion of children from school</li></ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Operations and Estates
<ul style="list-style-type: none"><li>• Statutory assessments of Special Educational Needs (SEN)</li></ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Children and Young People's Services
<ul style="list-style-type: none"><li>• School Development Proposals</li></ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Education
<ul style="list-style-type: none"><li>• Child Protection / Safeguarding</li></ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Children and Young People's Services

4.3 The school will not normally investigate anonymous complaints, unless deemed by the Chairperson of the Board of Governors to be of a serious nature. The decision of whether to deal with such complaints will be at the discretion of the Board of Governors.

## **5. WHAT TO EXPECT UNDER THIS PROCEDURE**

### **5.1 Your rights as a person making a complaint**

In dealing with complaints we will ensure;

- fair treatment
- courtesy
- a timely response
- accurate advice
- respect for privacy – complaints will be treated as confidentially as possible allowing for the possibility of consultation with other appropriate parties about the complaint and
- clear reasons for decisions.

### **5.2 Your responsibilities as a person making a complaint**

In making a complaint it is important to;

- raise issues in a timely manner
- treat our staff with respect and courtesy
- provide accurate and concise information in relation to the issues raised
- use these procedures fully and engage with them at the appropriate levels.

### **5.3 Rights of parties involved during the investigation**

Where a meeting is arranged the complainant may be accompanied but not represented by another person.

Complainant: may be accompanied but not represented by another person during the process e.g. spouse, friend, family member or interpreter, provided this person is not offering legal representation or acting in an official capacity. If the complainant feels unable to speak on their own behalf, they may avail of support from outside agencies as agreed with the school e.g. local MLAs, Councillors, Citizens' Advice Bureau, Parenting NI, the Children's Commissioner.

Staff members: may be accompanied or represented by another person during the process e.g. union representative, colleague

This Procedure does not take away from the statutory rights of any of the participants.

#### **5.4 Timeframes**

Where concerns are raised with the relevant Teacher or Principal, a response will normally be provided during the meeting or within an agreed timeframe.

**Stage 1** – Normally acknowledge as soon as possible but at least within 10 school working days, with a final response normally provided within 20 school working days

**Stage 2** – Normally acknowledge as soon as possible but at least within 10 school working days, with a final response normally provided within 20 school working days

If, for any reason, the review of a complaint takes longer to complete, you will be informed of revised time limits and kept updated on progress.

***These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.***

#### **5.5 Equality**

The school requires complaints to be made in writing. Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process.

### **6. Unreasonable Complaints**

The school is committed to dealing with all complaints fairly and impartially, and to providing a high quality service to those who complain. There will be occasions when, despite all stages of the complaints procedure having been completed and the complaint having been reviewed by the Ombudsman, the complainant remains dissatisfied. The school must balance the rights of an individual to make a complaint and have it fairly investigated with the rights of staff not to be subjected to unacceptable actions or behaviours.

Any decision to treat a complainant as unreasonable must take into account the need to ensure that the complaints procedure is being fairly applied and every attempt has been made to communicate and address concerns about behaviour/conduct with the complainant. In the event that such a decision has been taken, the complainant will be advised accordingly. If the complainant tries to re-open the same issue, the Chair of Governors will inform them that the procedure has been completed and that the matter is now closed. If the complainant repeatedly continues to contact the school with the same issue, it may choose not to respond.