



# Complaints Policy

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HET schools are to publish this policy on their websites. The policy will also be published on the Trust website.



## 1. Scope

This policy is based on guidance from Part 7 of the Education (Independent School Standards) Regulations 2014 and best practice guidance for school complaints 2021 published by the Department for Education and should also be read in conjunction with any other relevant Trust policies.

The policy covers all schools within the Hamwic Education Trust (HET) and the Trust itself.

The complaints policy is not limited to parents or carers or children that are registered at any one school within HET. Any person, including members of the public, may make a complaint 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) – please see Section 4 Complaints Not in Scope of the Procedure, this complaints policy will be used.

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. HET and the schools within take 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, you may be referred to another staff member. Similarly, if the member of staff directly involved feels unable to deal with a concern, you may be referred to another member of staff. 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 school will attempt to resolve the issue internally, through the stages outlined within this complaints policy.

## 2. Procedure

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

Concerns should be raised with either the class teacher or School Leader. 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. Governors have no power to act on an individual basis and it may also prevent them from considering complaints in Stage 4 of the procedure. Complaints against school staff (except the School Leader) should be made in the first instance, to the School Leader. Complaints that involve, or are about, the School Leader should be addressed to the Chair of governors. Complaints about the Chair of governors, any individual governor or the whole of the governing body should be addressed to the Clerk to the governing body. For schools where there is currently no governing body complaints should be addressed to Louise Newman, Head of Governance ([louise.newman@hamwic.org](mailto:louise.newman@hamwic.org))

All complaints should be marked as ‘Private and Confidential’.

For ease of use, a template complaint form (Appendix 2, page 16) is included at the end of this procedure. If you require help in completing the form, please contact the school office. You can also ask third party organisations like the Citizens Advice to help you.



In accordance with equality law, we will consider making reasonable adjustments if required, to enable complainants to access and complete the complaints procedure. For instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations. Anonymous complaints will not be investigated and may be passed to the relevant school Chair of governors or School Leader to decide on appropriate action.

There are five stages to the procedure:

Stage 1 – Informal resolution

Stage 2 – Formal complaint to the School Leader

Stage 3 – Formal complaint to the local governing body<sup>1</sup>

Stage 4 – Formal complaint heard at a complaint panel hearing

Stage 5 – Write to the Trust CEO

### 3. Timescales

Complaints must be raised within three months of the incident or, where a series of associated incidents have occurred, within three months of the last of these incidents.

Complaints made outside of term time will be considered to have been received on the first school day after the holiday period.

### 4. Complaints not in scope of this procedure

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

<b>Exceptions</b>	<b>Who to Contact</b>
<ul style="list-style-type: none"> <li>• Admissions to schools</li> <li>• Statutory assessments of special educational needs (SEN)</li> <li>• School re-organisation proposals</li> </ul>	Concerns about admissions should be handled through the school appeal process or via the local authority.
<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 the school's child protection and safeguarding policy and in accordance with relevant statutory guidance.</p> <p>If you have serious concern, you may wish to contact the local authority designated officer (LADO) who has local responsibility for safeguarding of the multi-agency safeguarding hub (MASH) – please ask at the school office for contact details.</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:</p> <p><a href="http://www.gov.uk/school-discipline-exclusions/exclusions">www.gov.uk/school-discipline-exclusions/exclusions</a></p>

<sup>1</sup> If a school does not have a Local Governing Body, the complainant should write to the Trust Head of Governance at Hamwic Education Trust.



<ul style="list-style-type: none"> <li>Whistleblowing</li> </ul>	<p>There is a separate whistleblowing procedure for all employees, including temporary staff and contractors.</p> <p>The Secretary of State 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> <p>Volunteer staff who have concerns about a school should use this complaints procedure. You may also be able to complain direct to HET or the Department for Education (see link above), depending on the substance of the complaint.</p>
<ul style="list-style-type: none"> <li>Staff grievances and disciplinary procedures</li> </ul>	<p>Complaints from staff will be dealt with under the grievance and disciplinary policy</p>
<ul style="list-style-type: none"> <li>Staff conduct</li> </ul>	<p>Complaints about staff will be dealt with under the disciplinary procedure, if appropriate. 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>	<p>Providers should have their own complaints procedure to deal with complaints about service. They should be contacted directly.</p>
<ul style="list-style-type: none"> <li>National Curriculum – content</li> </ul>	<p>Please contact the Department for Education at: <a href="http://www.education.gov.uk/contactus">www.education.gov.uk/contactus</a></p>
<ul style="list-style-type: none"> <li>Subject Access Requests</li> </ul>	<p>See Data Protection Policy</p>
<ul style="list-style-type: none"> <li>Freedom of Information Requests</li> </ul>	<p>See Freedom of Information Policy</p>

If other bodies are investigating aspects of the complaint, for example, the Department for Education, the police, local authority (LA) safeguarding teams or tribunals, it may impact on the 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 or Police action against the school or HET in relation to their complaint, suspension of the complaints procedure will be considered, until those legal proceedings have concluded.



## 5. Vexatious complaints

Please see Appendix 1 for managing serial and unreasonable complaints.

## 6. Resolving complaints

At each stage in the procedure, the school aims to resolve the complaint. If appropriate, it will be acknowledged that the complaint is upheld in whole or in part. In addition, one or more of the following may be offered:

- an explanation
- an admission that the situation could have been handled differently or better
- an assurance that the school will try to ensure the event complained of will not reoccur
- 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.

## 7. Withdrawal of a complaint

A complainant must confirm in writing, if they wish to withdraw their complaint.

## 8. Duplicate complaints

If a duplicate complaint is received from:

- a spouse
- a partner
- a grandparent
- a child

After closing a complaint at the end of the complaints procedure and the complaint is about the same subject, the complainant will be informed that the complaint has already been considered and the local process is complete. If the complainant is dissatisfied with the handling of the original complaint, the complainant can contact the Department for Education (see Section 11).

## 9. Stages

### ***Stage 1 – Informal resolution***

It is hoped that most concerns can be expressed and resolved on an informal basis at this stage. Concerns should be raised with either the class teacher, year head, subject head or School Leader. 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 3 and/or 4 of this procedure.

At the conclusion of their investigation, the appropriate person investigating the complaint will provide an informal written response within 10 school days of the date of the receipt of the complaint.

If the issue remains unresolved, the next step is to make a formal complaint.

### ***Stage 2 – Formal complaint to the School Leader***

If the complainant wishes to make a formal complaint to the School Leader, the complaint should be put in writing to the School Leader and a complaints form (Appendix 2) should be completed. This should be made within 15 school days from the date of the written response made at Stage 1.



The School Leader will then:

- Record the date the complaint is received
- acknowledge the complaint in writing (either by letter or email) within five school days of receiving the letter from the complainant
- if necessary the School Leader will seek to clarify the nature of the complaint, ask what remains unresolved and what outcome the complainant would like to see. The School Leader can consider whether a face to face meeting is the most appropriate way of doing this.
- investigate the complaint. The School Leader may delegate the investigation to another member of the school's senior leadership team but not the decision to be taken.
  - During the investigation, the School Leader (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 in relation to their investigation

At the conclusion of their investigation, the School Leader will write to the complainant within 15 school days of receiving the initial letter of complaint detailing the outcome of the investigation. If the School Leader 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 school will take to resolve the complaint.

The School Leader will advise the complainant of how to escalate their complaint should they remain dissatisfied with the outcome of Stage 2.

If the complaint is about the School Leader, or a member of the governing body (including the Chair or Vice-Chair), a suitable skilled governor will be appointed to complete all the actions at Stage 2.

Complaints about the School Leader or member of the governing body must be made to the Clerk, via the school office.

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 considered by an independent investigator (independent of the school) appointed by the governing body or HET. At the conclusion of the investigation, the independent investigator will provide a formal written response.

### ***Stage 3 – Formal complaint to the local governing body***

If the complainant remains dissatisfied after Stage 2, a formal complaint can be made to the local governing body or, in the absence of a local governing body, addressed to the Trust Head of Governance & Compliance within 15 school days of receipt of the response to Stage 2. Complaints must be put in writing along with a completed complaints form (Appendix 2) and addressed to the Chair of Governors. The Chair of Governors (or relevant nominated person) will investigate the complaint and write to the complainant within 15 school days of receiving the written formal complaint.

### ***Stage 4 – Formal complaint heard at a complaint panel hearing***

The formal procedures will need to be invoked when initial attempts to resolve the issue are unsuccessful. Any such request must be made within 10 school days of receiving notice of the outcome from Stage 3 of the process.



## Principles of hearing

- encourages resolution of problems by informal means wherever possible
- is impartial
- is non-adversarial
- ensures a full and fair investigation
- allows for swift handling within agreed time-limits for action and keeping people informed of progress
- respects confidentiality

The purpose of the hearing is to consider the complaint that has been raised and decide if action needs to be taken, and if so, what that action may be.

## Procedure

The complainant must put in writing the complaint together with a completed complaints form to the Clerk of the local governing body requesting a complaint panel hearing. Where there is no local governing body, this should be requested by contacting the Head of Governance & Compliance at HET.

The Clerk will write to the complainant within five school days acknowledging the request for the complaint to be heard. The letter will inform the complainant that the complaint panel hearing will take place within 25 school days of the date that the letter was received from the complainant and that arrangements to appoint the complaints panel and convene the complaint panel hearing will be made by the Clerk to the LGB who will be the complainant's main point of contact.

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. HET may appoint a representative to support the panel.

## Appointment of the panel

The complaint panel will consist of at least three panel members, none of whom will have been involved previously in the complaint or have any knowledge of the complaint.

One of the members will be independent of the management and running of the school (i.e. not a Trustee of the Trust, a LGB governor of the school in question or an employee of either the school or the Trust). A governor of another school within the Trust may be considered to be the independent member as long as they are sufficiently removed from the management and running of the school to whom the complaint relates to.

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.

## Representation

A complainant may bring someone (a relative or friend) along to the panel meeting to provide support. The person accompanying will not, however, play any part in the panel hearing.

An employee may wish to be supported by their union. Please note, however, that 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.





The complainant and / or stage 3 complaint investigator may wish to ask witnesses to attend the panel hearing. In these cases, the names of the witnesses must be sent to the Clerk at least five school days before the hearing. All witnesses will be allowed to sit at the hearing only when they are called to give their verbal account or they are answering questions. They will be asked to leave the hearing for all other parts.

Representatives from the media are not permitted to attend.

### **Documents and evidence**

The Clerk will provide a copy of all correspondence, statements (including witness statements) and records relating to the complaint including records made in previous stages of investigating the complaint to the panel hearing members, complainant and school representative at least five school days before the hearing takes place.

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.

### **Hearing procedure**

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 five school days before the meeting.

On the day of the hearing;

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 Chair will welcome the complainant, introduce the panel members and school representative and explain the procedure.

### ***Complainant's case presentation***

- Complainant to present their case and call witnesses (if required)
- complainant to explain what outcome they would like to see reached
- complaint investigator to ask complainant questions about the complaint
- panel members to ask complainant questions about the complaint and reasons why it has been made
- the Chair of the panel to ask the complainant questions and the reasons why it has been made (if unclear).

### ***Complaint investigator case presentation***

- Complaint investigator to explain their response to the original complaint and call witnesses (if required)
- complainant to ask complaint investigator questions
- panel members to ask questions to the complaint investigator about the complaint
- the Chair of the panel to ask the complaint investigator questions.



**Summation**

- The complainant to be invited to summarise the complaint without interruption
- the complaint investigator to be invited to summarise the complaint without interruption

**Decision**

The Chair will explain to all parties that the panel will now consider the outcome and a written decision will be sent to the complainant and school representative within 15 school days. The Chair will ask all parties to leave except the panel members.

The complaints panel will adjourn to consider the outcome and any action to be taken to resolve the complaint. The panel can:

- dismiss the complaint in whole or in part
- uphold 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 letter to the complainant will include details of the next steps of the complaints procedure (stage 5) and also include details of how to contact the Education and Skills Funding Agency (ESFA) if they are dissatisfied with the way their complaint has been handled by the school.

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 panel will ensure that those findings and recommendations are sent by electronic mail, recorded delivery or otherwise given to the complainant and, where relevant, the person complained about. Furthermore, they will be available for inspection on the school premises by the School Leader or Trust.

A written record will be kept of all complaints, and of whether they are resolved at the preliminary stage or proceed to a panel hearing, along with what actions have been taken, regardless of the decision.

All 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 2008 Act requests access to them.

**Stage 5 – Write to the CEO, Hamwic Managed Services**

For the majority of complaints about a school, the decision of the governing body is the final stage in the consideration of the complaint. However, if the complainant feels that the complaint has not been dealt with to their satisfaction, and all the above stages have been fulfilled, the complainant can write to the CEO at HET Head office, setting out why the school has not addressed the complaint in full. This should be within 10 school days from the date of the decision letter at Stage 4. Please note, where relevant the involvement may well be limited to checking and confirming that the governors' investigation of the complaint has been a thorough one. This stage is not to re-hear the complaint and no new evidence will be considered. The complaint, which should be in writing, will be acknowledged within five school days and the acknowledgement sent to the school for information. The CEO will



review the case and will aim to write to the complainant within 15 school days from the date of receipt of the complainant's letter.

A copy of the letter will be sent to the associated school.

## **10. Complaints against the Trust**

Where complaints do not relate to a specific school and are related to the Trust as a whole, complainants should follow the stages below in resolving a concern or complaint.

Complaints must be raised within three months of the incident or, where a series of associated incidents have occurred, within three months of the last of these incidents.

Complaints made outside of term time will be considered to have been received on the first school day after the holiday period.

If the complaint concerns the CEO or a Trustee, the complaint should be investigated by the Chair of the Trust Board. If a formal complaint is received about the Chair, the complaint will be referred to the Vice Chair for investigation.

Where the Chair of the Trust Board has investigated the complaint, they will write a letter of outcome to the Complainant and provide a copy to the CEO.

Anonymous complaints will not be investigated under the complaints policy and will be passed to the CEO to decide on appropriate action.

The Trust procedure has three stages:

### ***Stage 1 – Informal resolution***

Members of the Managed Service team can deal with many concerns to the satisfaction of the complainant without needing to deal with it formally. The Trust values informal meetings and communication as a way of improving any procedures and relations with all stakeholders.

If the complainant feels that the concern / complaint has not been sufficiently resolved at this stage, then the next stage in the procedure can be initiated. At this stage, it would be expected that a resolution would be reached as quickly and efficiently as possible.

### ***Stage 2 – Formal complaint to the CEO***

If the complainant wishes to make a formal complaint to the CEO, the complaint should be put in writing and a complaints form (Appendix 2) should be completed.

The address is:

**CEO  
Hamwic Education Trust Managed Service Team  
Unit E, The Mill Yard  
Nursling Street  
Southampton  
SO16 0AJ**



The CEO will then:

- acknowledge the complaint within five school days of receiving the letter from the complainant. The acknowledgement will confirm the date for providing a response to the complainant.
- investigate the complaint (collecting of information may be delegated by the CEO to another member of staff, however the CEO will make the decision on action taken)
- write to the complainant within 15 school days of receiving the initial letter of complaint detailing the outcome of the investigation.

Where a formal complaint is about the CEO or a Trustee, the complaint will be referred to the Chair of the Trust Board.

### ***Stage 3 – Formal complaint heard at a complaint panel hearing***

The formal procedures will need to be invoked when initial attempts to resolve the issue are unsuccessful and the complainant remains dissatisfied and wishes to take the matter further. Any such request must be made within 10 school days of receiving notice of the outcome from Stage 2 of the process.

#### **Principles of hearing**

- encourages resolution of problems by information means wherever possible
- is impartial
- is non-adversarial
- ensures a full and fair investigation
- allows for swift handling within agreed time-limits for action and keeping people informed of progress
- respects confidentiality.

The purpose of the hearing is to consider the complaint that has been raised and decide if action needs to be taken moving forward and if so, what that action may be:

The complaints panel can;

- dismiss the complaint in whole or in part;
- uphold the complaint in whole or in part;
- decide on the appropriate action to be taken to resolve the complaint;
- recommend changes to HET's systems or procedures to ensure that problems of a similar nature do not reoccur.

#### **Procedure**

The complainant must put in writing the complaint along with a completed complaints form (Appendix 2) to the Head of Governance requesting a complaint panel hearing.

The Head of Governance will write to the complainant within five school days acknowledging the request for the complaint to be heard. The letter will inform the complainant that the complaint panel hearing will take place within 25 school days of the date that the letter was received from the complainant and that arrangements to appoint the complaint panel and convene the complaint panel hearing will be made by the Clerk who will be the complainant's main point of contact.

The Trust may appoint a representative to support the panel.

The complainant, panel members and Trust representative will receive details of the hearing from the Clerk at least ten school days before the panel hearing including the date, time and location.



If the complainant rejects the offer of three proposed dates, without good reason, the Head of Governance 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.

### **Appointment of the panel**

The complaint panel will consist of at least three panel members, none of which will have been involved previously in the complaint or have any knowledge of the complaint.

One of the members will be independent of the management and running of the Trust (i.e. not a Trustee of the Trust, a LGB governor or an employee of the Trust).

If the complaint is:

- jointly about the Chair and Vice Chair or
- the entire Trust board or
- the majority of the Trust board

Stage 3 will be heard by a completely independent committee panel.

### **Representation**

The complainant and / or stage 3 complaint investigator may wish to ask witnesses to attend the panel hearing. In these cases, the names of the witnesses must be sent to the Head of Governance at least five school days before the hearing. All witnesses will be allowed to sit at the hearing only when they are called to give their verbal account or they are answering questions. They will be asked to leave the hearing for all other parts.

A complainant may bring someone along to the panel meeting to provide support. This can be a relative or a 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 example, if a Trust employee is called as a witness in a complaint hearing, they may wish to be supported by union and/or legal representation.

Representatives from the media are not permitted to attend.

### **Documents**

At least ten school days before the meeting the Head of Governance 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 the venue and proceedings are accessible.
- Request copies of any further written material to be submitted to the committee at least seven school days before the meeting.

Any written material will be circulated to all parties at least five 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 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.



## Hearing 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 Chair will welcome the complainant, introduce the panel members and complaint investigator and explain the procedure.

### ***Complainants case presentation***

- complainant to present their case and call witnesses (if required)
- complainant to explain what outcome they would like to see reached
- complaint investigator to ask complainant questions about the complaint
- panel members to ask questions to the complainant about the complaint and reasons why it has been made
- the Chair of the panel to ask the complainant questions and the reasons why it has been made (if unclear).

### ***Complaint investigator case presentation***

- complaint investigator to present their case and call witnesses (if required)
- complainant to ask representative questions
- panel members to ask questions to the representative about the complaint
- the Chair of the panel to ask the complaint investigator questions

### ***Summation***

- The complainant to be invited to summarise the complaint without interruption
- The complaint investigator to be invited to summarise the complaint without interruption

### ***Decision***

The Chair will explain to the panel that the decision of the panel will now be considered and a written decision will be sent to the complainant and complaint investigator within 15 school days. The Chair will ask all parties to leave except the panel members.

The complaints panel will adjourn to consider the outcome and any action to be taken to resolve the complaint. The panel can:

- dismiss the complaint in whole or in part
- uphold 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 HET's systems or procedures to prevent similar issues in the future

The Chair of the panel will provide the complainant and HET with a full explanation of their decision and the reason(s) for it, in writing within 15 school days.

The letter to the complainant will include details of how to contact the Education and Skills Funding Agency (ESFA) if they are dissatisfied with the way their complaint had been handled by HET.



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 HET will take to resolve the complaint.

The panel will ensure that those findings and recommendations are sent by electronic mail or otherwise given to the complainant and, where relevant, the person complained about. Furthermore, they will be available for inspection if required.

A written record will be kept of all complaints, and of whether they are resolved at the preliminary stage of proceed to panel hearing, along with what actions have been taken, regardless of the decision.

## 11. Further advice

If the complainant believes that the school/HET 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 ESFA after they have completed all of the stages in their procedure.

The complainant can refer their complaint to the ESFA online at: [www.education.gov.uk/contactus](http://www.education.gov.uk/contactus), by telephone on: 0370 000 2288 or by writing to:

Academy Complaints and Customer Insight Unit  
Education and Skills Funding Agency  
Cheylesmore House  
5 Quinton Road  
Coventry  
CV1 2WT

## 12. Confidentiality

All 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 2008 Act requests access to them.

## 13. Appendices

### ***Appendix 1: Policy for managing serial and unreasonable complaints***

The Hamwic Education Trust (HET) and schools within are committed to dealing with all complaints fairly and impartially, and to providing a high quality service to those who complain. We do not normally limit the contact complainants have with our schools. 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.

HET defines unreasonable behaviour as that which hinders our consideration of complaints because of the frequency or nature of the complainant's contact with the school and/or Trust, 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 policy;
- insists on the complaint being dealt with in ways that 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 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 school's complaint procedure has been fully and properly implemented and completed including referral to the Education and Skills Funding Agency (ESFA);
- seeks an unrealistic outcome;
- makes excessive demands on school time by frequent, lengthy and complicated contact with staff regarding the complaint in person, in writing, by email or 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 school 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 School Leader, Chair of governors or CEO will discuss any concerns with the complainant informally before applying an 'unreasonable' marking.

If the behaviour continues, the School Leader / CEO will write to the complainant explaining that their behaviour is unreasonable and ask them to change it. For complainants who excessively contact HET or individual academies 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 school premises. The HET Visitor Code of Conduct Guidance would be followed in this instance.





**Appendix 2 – Formal Complaint Form****Formal Complaint Form**

Date	
Your Name	
Relationship with school / to the pupil	
Pupil's name (if relevant to the school)	
Address	
Telephone Numbers  Daytime  Evening	
Email Address	

Please give details of your complaint (including dates, names of witnesses, etc.):

What action, if any, have you already taken to try and resolve your complaint (e.g. who have you spoken to and what was the response?)

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



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

Signature	
Date	

<b>Office Use</b>	
Date Form received	
Received by	
Date acknowledgement sent	
Acknowledgement sent by	
Complaint referred to	
Date complaint referred	



## Appendix 3 – Formal Complaints Timeline

### Stage 2 Formal Complaint to the School Leader

15 days	<p>Formal complaint received by school leader in writing (or on complaints form) within 10 school days from date of informal resolution letter.</p> <p>School leader acknowledges receipt within 5 school days.</p> <p>School leader responds with written outcome or reason for delay within 15 school days from date of receipt of formal complaint.</p> <p>CLOSED OR MOVE TO STAGE 3 (<i>within 15 school days</i>)</p>
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### Stage 3 Formal Complaint to Local Governing Body

15 days	<p>Formal complaint received by Chair of Governors in writing (or on complaints form)</p> <p>Chair of Governors (or suitable governor) investigates.</p> <p>Chair of Governor (or suitable governor) responds with written outcome within 15 school days of receipt of formal stage 3 complaint.</p> <p>CLOSED OR MOVE TO STAGE 4 (<i>within 10 school days</i>)</p>
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### Stage 4 Formal Complaint Heard at Complaint Hearing Panel

25 days	<p>Request for formal Complaint Hearing Panel received by Clerk in writing.</p> <p>Clerk to acknowledge receipt within 5 school days and advise of deadline date (25 school days) and offering three potential dates for panel.</p> <p>Clerk confirms the agreed date, time and venue and requests copies of any further written materials (10 school days before panel date)</p> <p>Complainant &amp; Complaint Investigator provide details of any witnesses attending to the Clerk. Clerk ensures written materials presented submitted are sent to all parties (5 school days before panel date)</p> <p>Panel date (<i>if no date agreed will proceed with written submissions only</i>)</p>
15 days	<p>Chair of Panel responds to all parties with written outcome within 15 school days.</p> <p>CLOSED OR MOVE TO STAGE 5 (<i>within 10 school days</i>)</p>

### Stage 5 Submission to CEO, Hamwic Education Trust

15 days	<p>Formal complaint received by school leader in writing (or on complaints form)</p> <p>CEO acknowledges receipt within 5 school days.</p> <p>CEO responds with written outcome within 15 school days.</p> <p>CLOSED</p>
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