



# Every Child, Every Day Academy Trust

# Complaints Policy

<b>Last reviewed date:</b>	January 2026
<b>Approval cycle:</b>	Annual
<b>Next review date:</b>	January 2027
<b>Approved by:</b>	Trust Board

## Contents

Policy Updates:	2
1. Aims	4
2. Legislation and guidance	4
3. Scope	4
4. Meeting Recording	5
5. Definitions	5
6. Roles and responsibilities	6
7. Principles for investigation	7
8. Stages of Complaint (not complaints against the Trust, CEO or Trustees)	7
9. Complaints about the Trust, CEO or Trustees	11
10. Referring complaints on completion of the school and Trust procedures	12
11. Unreasonable and persistent complaints	12
12. Record-keeping and confidentiality	14
13. Learning lessons	15
14. Monitoring arrangements	15
15. Links with other policies	15
16. Other Complaints	16
Appendix One. Stage 2 Complaints procedure form	17
Appendix Two. Compliant Process Flow Charts	18

## Policy Updates:

January 2026	Whole policy review.
June 2026	Page 9 inclusion "This investigation may be undertaken by a member of the Senior Leadership Team or Governor as directed by the Headteacher."

## 1. Aims

Every Child, Every Day Academy Trust aims to meet its statutory obligations when responding to complaints from parents/carers of pupils at the school, and others.

When responding to complaints, we aim to:

- Be impartial and non-adversarial
- Facilitate a full and fair investigation by an independent person or panel, where necessary
- Address all the points at issue and provide an effective and prompt response
- Treat complainants with respect and courtesy
- Make sure any decisions we make are lawful, rational, reasonable, fair and proportionate, in line with the principles of administrative law
- Keep complainants informed of the progress of the complaints process
- Consider how the complaint can feed into school and Trust improvement evaluation processes

We try to resolve complaints by informal means wherever possible. Where this is not possible, formal procedures will be followed.

The Trust will aim to give the complainant the opportunity to complete the complaints procedure in full.

To support this, we will make sure we publicise the existence of this policy and make it available on our website, and on the websites of our schools.

Throughout the process, we will be sensitive to the needs of all parties involved, and make any reasonable adjustments needed to accommodate individuals.

## 2. Legislation and guidance

This document meets the requirements set out in part 7 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which states that we must have and make available a written procedure to deal with complaints from parents/carers of pupils in our Trust.

It is also based on [best practice guidance for academies complaints procedures](#) published by the Department for Education (DfE).

This policy complies with our funding agreement and articles of association.

## 3. Scope

This policy does **not** cover complaints procedures relating to:

- Admissions
- Statutory assessments of special educational needs (SEN)
- Safeguarding matters
- Suspension and permanent exclusion
- Whistle-blowing
- Staff grievances
- Staff discipline
- Withdrawal from the curriculum (parents and carers can withdraw their child from any aspect of religious education, including the daily act of collective worship. They do not have to explain why)

Please see our separate policies for procedures relating to these types of complaints.

Complaints about services provided by other providers who use Trust premises or facilities should be directed to the provider concerned.

## 4. Meeting Recording

In setting out the Trusts position on audio or video recording during meetings with parents/carers/visitors to an ECED school, it aims to protect pupils, families, visitors and staff, and to ensure meetings are conducted respectfully and lawfully.

### Scope

The following applies to all meetings (in-person or online) convened by any ECED school, including SEN/ALN reviews, behaviour, safeguarding, admissions, complaints and governor disciplinary committees.

### Policy

1. **No covert recording**  
The Trust does not permit covert (undisclosed) recording of meetings in any of the Trust's schools. Covert recording undermines trust and may capture third-party personal data without consent.
2. **Recording by parents/carers/visitors**
  - Recording (audio or video) is not permitted unless agreed in advance and in writing by the school.
  - Where a parent/carer/visitor has a disability or accessibility need, the school will consider reasonable adjustments (e.g., a second note-taker, provision of meeting notes, or a summary letter).
  - If recording is agreed, the Trust will set clear conditions (e.g., scope, storage, sharing restrictions, and retention).
3. **Recording by an ECED school.**  
Schools will not ordinarily record meetings. If an exception is necessary (e.g., for accuracy in complex cases), this will be communicated in advance and will follow data protection requirements, including a lawful basis and appropriate retention.
4. **Discovery of recording during a meeting**  
If a recording is discovered during a meeting without prior agreement, the chair may:
  - pause the meeting,
  - request the recording be stopped and deleted, and
  - reschedule or continue only with agreed ground rules.Persistent refusal may result in ending the meeting and arranging an alternative format.
5. **Use and sharing of recordings**  
Any sharing or publication of recordings captured during school meetings may engage the UK GDPR and Data Protection Act 2018 and could infringe the privacy rights of pupils, staff, or other parents. The school may take appropriate action if recordings are shared unlawfully or used to harass, intimidate, or defame.
6. **Complaints and escalation**  
Concerns about alleged covert recording or misuse of recordings will be handled under the school's complaints and conduct procedures and, where necessary, referred to relevant authorities.

## 5. Definitions

### Acronyms

DfE – Department For Education

LGB – Local Governing Body

CEO – Chief Executive Officer

GDPR – General Data Protection Regulation

LA – Local Authority 4

LADO – Local Authority Designated Officer

For the purpose of this policy, a “**complaint**” is defined as ‘an expression of dissatisfaction’ towards the actions taken or a perceived lack of action. Complaints can be resolved formally or informally.

A “**concern**” is defined as ‘an expression of worry or doubt’ where reassurance is required. For the purpose of this policy, concerns will be classed and addressed as complaints.

Any complaint or concern will be taken seriously, whether raised formally or informally, and the appropriate procedures will be followed.

The definition of “**unreasonable complaints**” is outlined in the ‘Managing unreasonable complaints’ section of this policy.

For the purpose of this policy, “**duplicate complaints**” are identical complaints received from a complainant’s spouse, partner or child. These complaints will not be addressed again and the individual making the second complaint will be informed that the complaint has been dealt with on a local level. If the individual is dissatisfied with the result, they can appeal to the DfE, as outlined in ‘The role of the DfE’ subsection of this policy. Any new details provided by a complainant’s spouse, partner or child, however, will be investigated and managed in line with the complaints procedure.

For the purpose of this policy, “**complaints campaigns**” are where the Trust, or a school within the Trust, receives large volumes of complaints that are all based on the same subject.

For the purposes of this policy, having “**independence**” from the Trust and its schools is defined as having no association with the Trust, including through being a Member, Trustee or employee, and having no clear connection with any of the Trust’s Academies, including through being an employee or solicitor.

## 6. Roles and responsibilities

### 6.1 The complainant

The complainant will get a more effective and timely response to their complaint if they:

- Follow these procedures
- Co-operate with the school or Trust throughout the process, and respond to deadlines and communication promptly
- Ask for assistance as needed
- Treat all those involved with respect
- Do not approach individual governors about the complaint
- Do not publish details about the complaint on social media

### 6.2 The investigator

An individual will be appointed to look into the complaint and establish the facts. They will:

- Interview all relevant parties, keeping notes
- Consider records and any written evidence and keep these securely
- Prepare a comprehensive report to the Headteacher or complaints committee, which includes the facts and potential solutions

### 6.3 The complaints co-ordinator

The complaints co-ordinator role will typically be managed by the clerk if a complaint progresses to a formal stage. This will include:

- Keeping the complainant up to date at each stage in the procedure
- Making sure the process runs smoothly by liaising appropriately.

- Be aware of issues relating to:
  - Sharing third-party information
  - Additional support needed by complainants; for example, interpretation support or where the complainant is a child or young person
- Keep records
- The governance professional for the Trust board will assume this role should a complaint progress to stage 4.

## 6.4 Clerk to the Local Governing Body and Trust Board

The Clerk will:

- Be the contact point for the complainant and the complaints committee, should the complaint progress to a formal stage, including circulating the relevant papers and evidence before complaints committee meetings.
- The clerk will not be involved at stage 1 - informal stage.
- Arrange the complaints hearing
- Record and circulate the minutes and outcome of the hearing

## 6.5 Committee Chair

The Committee Chair will:

- Chair the meeting, ensuring that everyone is treated with respect throughout
- Make sure all parties see the relevant information, understand the purpose of the committee, and are allowed to present their case

## 7. Principles for investigation

When investigating a complaint, we will try to clarify:

- What has happened
- Who was involved
- What the complainant feels would put things right

### 7.1 Timescales

The complainant must raise the complaint within 3 months of the incident. If the complaint is about a series of related incidents, they must raise the complaint within 3 months of the last incident.

We will consider exceptions to this timeframe in circumstances where there were valid reasons for not making a complaint at that time and the complaint can still be investigated in a fair manner for all involved.

When complaints are made out of term time, we will consider them to have been received on the first school day after the holiday period.

If at any point we cannot meet the timescales we have set out in this policy, we will:

- Set new time limits with the complainant
- Send the complainant details of the new deadline and explain the delay

## 8. Stages of Complaint (not complaints against the Trust, CEO or Trustees)

We have adopted a 4-stage process for dealing with complaints:

- Stage 1 – informal resolution
- Stage 2 – formal investigation
- Stage 3 – local governing body panel hearing
- Stage 4 – review by the Trust board

## **8.1 Stage 1: Informal**

We make every effort to address any concerns or complaints early through informal measures.

The complainant should raise the complaint as soon as possible within the timescales set out in section 5.1.

The complaint should be addressed to the Headteacher or Clerk to the Governors of the school, details on the school website, either in person or by letter, telephone or email. If the complainant is unclear who to contact or how to contact them, they should contact their school office, these details can be found on the school website.

The Trust will acknowledge informal complaints within [5] school days, which will confirm how the Trust intends to proceed, including an indication of the anticipated timescale.

The informal stage will involve a meeting, within 10 school days of receiving the complaint, between the complainant and the Headteacher or member of staff delegated by the Headteacher if appropriate. A written response will be provided by the Trust within 10 school days following the informal meeting.

At this initial communication stage of the complaint, the complainant will be asked for their input as to what they believe may resolve the issue about which the complaint has been made to avoid further escalation where possible.

In line with DfE guidance, complainants should note that any acknowledgement by the Trust that it could have handled the situation better is not an admission of unlawful or negligent action.

If an appropriate resolution cannot be sought at this informal level, or if the complainant is dissatisfied with the outcome following the initial discussions, the person managing the response to the complaint will inform the complainant about the next level of the procedure. If the complaint involves the Headteacher or a member of the Local Governing Body, stage 1 will be completed by the Chair of the Local Governing Body.

If the complaint involves the Chair of the Local Governing Body, stage 1 will be completed by a Trustee as nominated by the Chair of Trustees.

If the complaint is not resolved informally, it will be escalated to a formal complaint, called stage 2.

## **8.2 Stage 2: Formal**

The formal stage involves the complainant putting the complaint in writing (unless the complainant has a sufficient reason to request a reasonable adjustment be made to amend this). This letter should provide details such as:

- Relevant dates and times
- The names of witnesses of events
- What the complainant feels would resolve the complaint

The letter should be submitted alongside copies of any relevant documents. The form attached as Appendix one may be used for this purpose.

### **Addressing the complaint**

Complaints not involving the Headteacher or a member of the Local Governing Body should be directed to the Headteacher of the school. This can be done by:

- Email: details on the school website.
- Letter addressed to the Headteacher, delivered to the school office

Complaints involving the Headteacher or a member of the Local Governing Body should be directed to the Chair of the Local Governing Body. This can be done by:

- Clerk to the Governor's email, details on the school website.
- Letter addressed to the Chair of the Local Governing Body, delivered to the school office

Complaints involving the Chair of the Local Governing Body should be directed to the Clerk to the Board of Trustees. This can be done by:

Email: [gp@eced.org.uk](mailto:gp@eced.org.uk)

Letter: Addressed to the Clerk to the Trustees and given to any of the local school offices.

If complainants need assistance raising a formal complaint, they can contact the school office, in person, by phone or by email, details on the school websites.

### **Investigation**

The complainant will receive written acknowledgement of their complaint within 5 school days.

The Headteacher or the Chair of the Local Governing Body will then conduct their own investigation. This investigation may be undertaken by a member of the Senior Leadership Team or Governor as directed by the Headteacher.

If the complaint is:

- Jointly about the Chair and Vice Chair or
- The entire Local Governing Body or
- The majority of the Local Governing Body

The CEO or Trust Board will conduct the investigation.

The written conclusion of this investigation will be sent to the complainant within 15 school days.

If the Headteacher/ Chair of the Local Governing Body/ CEO/ Trust Board 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 to be taken to resolve the complaint.

If the complainant is not satisfied with the response and wishes to proceed to the next stage of this procedure, they should inform the Clerk to the Governing Body in writing within 10 school days.

## **8.3 Stage 3: Review Panel**

### **Convening the panel**

Complaints will be escalated to the panel hearing stage if the complainant is not satisfied with the response to the complaint at the second, formal stage.

The panel will be appointed by or on behalf of the Trust and must consist of at least 3 people who were not directly involved in the matters detailed in the complaint. At least 1 panel member must be independent of the management and running of the school. The panel cannot be made up solely of Local Governing Body members, as they are not independent of the management and running of the school.

If the complaint is:

- Jointly about the Chair and Vice Chair or
- The entire Local Governing Body or
- The majority of the Local Governing Body

The panel will be made up of Trustees and an independent panel member.

The panel will have access to the existing record of the complaint's progress (see section 10).

The complainant must have reasonable notice of the date of the review panel. The Clerk will aim to find a date within 20 school days of the request, where possible.

If the complainant rejects the offer of 3 proposed dates without good reason, the Clerk will set a date. The hearing will go ahead using written submissions from both parties.

Any written material will be circulated to all parties at least 5 school days before the date of the meeting.

The Trust Board will ensure that the hearing is properly minuted.

### **At the meeting**

The meeting will be held in private. Electronic recordings of meetings or conversations are not normally permitted unless required as part of reasonable adjustments. Prior knowledge and consent of all parties attending will be sought before meetings or conversations take place. Consent will be recorded in any minutes taken.

At the review panel meeting, the complainant and representatives from the school, as appropriate, will be present. Each will have an opportunity to set out written or oral submissions prior to the meeting.

The complainant must be allowed to attend the panel hearing and be accompanied if they wish. We don't encourage either party to bring legal representation, but will consider it on a case-by-case basis. For instance, if a school employee is called as a witness in a complaint meeting, they may wish to be supported by their union.

Representatives from the media are not permitted to attend.

At the meeting, each individual will have the opportunity to give statements and present their evidence, and witnesses will be called, as appropriate, to present their evidence.

The panel, the complainant and the school representative(s) will be given the chance to ask and reply to questions. Once the complainant and school representative(s) have presented their cases, they will be asked to leave and evidence will then be considered.

The panel will then put together its findings and recommendations from the case. The panel will also provide copies of the minutes of the hearing and the findings and recommendations to the complainant and, where relevant, the individual who is the subject of the complaint, and make a copy available for inspection by the Trust and Headteacher.

### **The outcome**

The committee can:

- Uphold the complaint, in whole or in part
- Dismiss the complaint, in whole or in part

If the complaint is upheld, the committee will:

- Decide the appropriate action to resolve the complaint
- Where appropriate, recommend changes to the school's systems or procedures to prevent similar issues in the future

The school will inform those involved of the decision in writing within 20 school days.

## **8.4 Stage 4: Review by the Trust Board**

Where the school-based complaints procedure has been completed, and the complainant does not feel their complaint has been addressed to their satisfaction, they may contact the Trust in writing to request a review of the complaint investigation.

They can do this by:

- Email: [gp@eced.org.uk](mailto:gp@eced.org.uk)
- Post: letter addressed to the Clerk to the Trustees at: ECED Academy Trust, Ham Street, Ham, Richmond-upon-Thames, TW10 7HN.

The written request should include a summary of the complaint, along with any relevant dates, times and evidence. The Clerk to the Trust board will acknowledge receipt of the complaint within 10 school days of receiving it.

The Trust cannot overturn decisions on complaints made during the school's complaints procedure. However, it can assess whether the school considered the complaint appropriately. The CEO will determine if he/she or a Trustee will review the complaint. If the school is found not to have considered the complaint appropriately, the Trust will request that the complaint is reconsidered within 15 school days.

Information about a complaint will not be disclosed to any third party without written consent from the complainant.

## 9. Complaints about the Trust, CEO or Trustees

### 9.1 Stage 1: Informal

We make every effort to address any concerns or complaints early through informal measures.

The complainant should raise any concerns as soon as possible within the timescales set out in section 5.1.

The complaint should be addressed to the relevant member of the Trust's central team, or the Chief Executive Officer (CEO).

If the concern regards the CEO, the complainant should contact the Chair of the Board of Trustees.

If the complainant is unsure who to contact, or needs to contact the Chair of the Board of Trustees, they should contact the Trust office at [gp@eced.org.uk](mailto:gp@eced.org.uk) or by post to: ECED Academy Trust, Ham Street, Ham, Richmond-upon-Thames, TW10 7HN.

The process for responding to and investigating an informal complaint about the Trust or central staff is the same as that set out in section 6.

### 9.2 Stage 2: Formal

If the complaint is not resolved satisfactorily at the informal stage, the complainant must submit a formal complaint in writing.

The complainant will receive written acknowledgement of their complaint within 5 school days.

The investigating officer will then conduct an investigation, in line with the process set out in section 6 above, providing a written response to the complainant within 15 school days.

### 9.3 Stage 3: Panel Hearing

#### Convening the panel

Complaints will be escalated to the panel hearing stage if the complainant is not satisfied with the response to the complaint at the second, formal stage.

A panel will be appointed by the Trust, and will consist of 3 members of the Board not involved in investigating the complaint in the formal stage.

If the complaint is:

- Jointly about the Chair and Vice Chair or
- The entire Trust Board or
- The majority of the Trust Board

The panel will be entirely made up of independent members.

The complainant will have reasonable notice of the date of the review panel. The Clerk will aim to find a date within 20 school days of the request, where possible.

If the complainant rejects the offer of 3 proposed dates without good reason, the Clerk will set a date. The hearing will go ahead using written submissions from both parties.

Any written material will be circulated to all parties at least 5 school days before the date of the meeting.

The complainant and representatives from the Trust, as appropriate, will be present at the panel hearing. Each will have an opportunity to set out written or oral submissions prior to the meeting.

The complainant must be allowed to attend the panel hearing and be accompanied if they wish.

The Board will ensure that the hearing is properly minuted.

### **At the meeting**

At the meeting, each individual will have the opportunity to give statements and present their evidence, and witnesses will be called, as appropriate, to present their evidence.

The panel, the complainant and the Trust representative(s) will be given the chance to ask and reply to questions. Once the complainant and Trust representative(s) have presented their cases, they will be asked to leave and evidence will then be considered.

The panel must then put together its findings and recommendations from the case. The panel will also provide a copy of the findings and recommendations to the complainant and, where relevant, the individual who is the subject of the complaint, and make a copy available for inspection by the Trust.

The panel will inform those involved of the decision in writing within 15 school days.

## **10. Referring complaints on completion of the school and Trust procedures**

If the complainant is unsatisfied with the outcome of the school or Trust complaints procedure, they can refer their complaint to the Department for Education. The DfE will check whether the complaint has been dealt with properly. The DfE will not overturn the school or Trust's decision about a complaint but will intervene if a school or Trust has:

- Breached a clause in its funding agreement
- Failed to act in line with its duties under education law
- Acted (or is proposing to act) unreasonably when exercising its functions

If the complaints procedure is found not to meet regulations, the Trust will be asked to correct its procedure accordingly.

For more information or to refer a complaint, see the following webpage:

[www.gov.uk/complain-about-school](http://www.gov.uk/complain-about-school)

We will include this information in the outcome letter to complainants.

## **11. Unreasonable and persistent complaints**

### **11.1 Unreasonable complaints**

Most complaints raised will be valid, and therefore we will treat them seriously. However, a complaint may become unreasonable if the person:

- Refuses to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance
- Refuses to co-operate with the complaints investigation process
- Refuses to accept that certain issues are not within the scope of the complaints procedure

- Insists on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice
- Introduces trivial or irrelevant information which they expect to be taken into account and commented on
- Raises large numbers of detailed but unimportant questions, and insists they are fully answered, often immediately and to their own timescales
- Makes unjustified complaints about staff who are trying to deal with the issues, and seeks to have them replaced
- Changes the basis of the complaint as the investigation proceeds
- Repeatedly makes the same complaint (despite previous investigations or responses concluding that the complaint is groundless or has been addressed)
- Refuses to accept the findings of the investigation into that complaint where the school's complaint procedure has been fully and properly implemented and completed, including referral to the DfE
- 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 and by telephone while the complaint is being dealt with
- Uses threats to intimidate
- Uses abusive, offensive or discriminatory language or violence
- Knowingly provides falsified information
- Publishes unacceptable information on social media or other public forums

**Please note:** the above list is not intended to be exhaustive and is for guidance purposes only. It is at the discretion of the Trust what is deemed to be unreasonable.

Complainants should try to limit their communication with the school/ Trust 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.

### **Steps we will take**

We will take every reasonable step to address the complainant's comments, and give them a clear statement of our position and their options. We will maintain our role as an objective arbiter throughout the process, including when we meet with individuals. We will follow our complaints procedure as normal (as outlined above) wherever possible.

Whenever possible, the school/ Trust will discuss any concerns with the complainant informally before applying an 'unreasonable' marking. If the behaviour continues, the school/ Trust will write to the complainant explaining that their behaviour is unreasonable, refer them to this policy and remind them to act in accordance with it. For complainants who excessively contact the school causing a significant level of disruption, we may:

- Give the complainant a single point of contact via an email address
- Limit the number of times the complainant can make contact, such as a fixed number per term
- Ask the complainant to engage a third party to act on their behalf, such as [Citizens Advice](#)
- Put any other strategy in place as necessary

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 and ensuring appropriate measures of support are provided to staff where they are the subject of aggression and/or violence.

## **11.2 Serial/persistent complaints**

If the complainant contacts the school/Trust again on the same issue, the correspondence may then be viewed as 'serial' or 'persistent'. We may stop responding to the complainant when the following conditions are met:

- We have taken every reasonable step to address the complainant's concerns
- The complainant has been given a clear statement of our position and their options
- The complainant contacts the school/ Trust repeatedly, making substantially the same points each time

The case to stop responding is stronger if:

- The complainant's communications are often or always abusive or aggressive
- The complainant makes insulting personal comments about or threats towards staff
- We have reason to believe the individual is contacting the school/ Trust with the intention of causing disruption or inconvenience

Where we decide to stop responding, we will inform the individual that we intend to do so. We will also explain that we will consider any new complaints they make provided the concerns raised are materially different to those raised previously and/or are unconnected to the previous concern

### **11.3 Duplicate complaints**

If the school/ Trust has resolved a complaint under this procedure and received a duplicate complaint on the same subject from a partner, family member or other individual, the school/ Trust will assess whether there are aspects that we hadn't previously considered, or any new information that needs to be taken into account.

If the school/ Trust is satisfied that there are no new aspects, it will:

- Tell the new complainant that the issue has already been investigated and responded to, and that the local process is complete
- Direct them to the DfE if they are dissatisfied with the original handling of the complaint

If a duplicate complaint is raised which in the view of the school warrants further consideration, the procedure outlined in section 6 or 7 (as appropriate) will be repeated.

### **11.4 Complaint campaigns**

Where the school/ Trust receives a large volume of complaints about the same topic or subject, especially if these come from complainants unconnected with the school, the school/ Trust may respond to these complaints by:

- Publishing a single response on the school/ Trust website
- Sending a template response to all of the complainants

If complainants are not satisfied with the school's/ Trust's response, or wish to pursue the complaint further, the normal procedures will apply.

## **12. Record-keeping and confidentiality**

The school/ Trust will record the progress of all complaints, including information about:

- Actions taken at all stages
- The stage at which the complaint was resolved
- The final outcome

The records will also include copies of letters and emails, and notes related to meetings and phone calls.

This material will be treated as confidential and stored securely, and will be viewed only by those involved in investigating the complaint or on the review panel.

In the case of complaints about the Trust or central staff, these records will be managed by the Clerk to the Trust Board, and will be stored securely in the Trust's offices under restricted access.

This is except where the Secretary of State (or someone acting on their behalf) or the complainant requests access to records of a complaint through a freedom of information (FOI) request or under the terms of the Data Protection Act, or where the material must be made available during a school inspection.

Records of complaints will be kept securely, only for as long as necessary and in line with data protection law, our privacy notices and record retention schedule.

The details of the complaint, including the names of individuals involved, will not be shared with the whole Local Governing Body of the school (or the entire Trust Board) in case a review panel needs to be organised at a later point.

Where the Local Governing Body is aware of the substance of the complaint before the review panel stage, the school will (where reasonably practicable) arrange for an independent panel to hear the complaint.

Complainants also have the right to request an independent panel if they believe there is likely to be bias in the proceedings. The decision to approve this request is made by the Local Governing Body, who will not unreasonably withhold consent.

### **13. Learning lessons**

The Local Governing Body will review any underlying issues raised by complaints with the Headteacher / Senior Leadership Team where appropriate, and respecting confidentiality, to determine whether there are any improvements that the school/ Trust can make to its procedures or practice to help prevent similar events in the future.

The Trust Board will receive regular reports on the types of complaints received in each school in order to support the development of appropriate support structures, and to inform any improvements to procedures or practice.

### **14. Monitoring arrangements**

The Local Governing Body will monitor the effectiveness of the school complaints procedure in ensuring that complaints are handled properly.

The Local Governing Body will track the number and nature of complaints, and review underlying issues as stated in the section entitled 'Learning lessons'.

The complaints records are logged and managed by the school's administration staff.

The CEO will monitor the effectiveness of the complaints procedure Trust-wide.

This policy will be reviewed by the CEO annually.

At each review, the policy will be approved by the Trust Board

### **15. Links with other policies**

Policies dealing with other forms of complaints include:

- Child protection and safeguarding policy and procedures
- Admissions policy
- Suspension and permanent exclusion policy
- Staff grievance procedures
- Staff disciplinary procedures
- Special educational needs policy and information report
- Privacy notices

- GDPR Complaint Procedure

## 16. Other Complaints

- Any person, including a member of the public, is able to make a complaint about the provision of facilities or services that the Trust provides. Complaints may also be made by a third party on behalf of a complainant, contingent on appropriate consent having been obtained to do so. All complaints made will be handled via the procedures outlined in this policy.
- The Trust will not normally investigate anonymous complaints.
- Individuals making complaints about issues relating to separate statutory procedures will be referred as follows:
  - **Admissions** – referred to the appeals process outlined in the Admissions Policy.
  - **Child protection** – referred to safeguarding procedures outlined in the Child Protection and Safeguarding Policy.
  - **Exclusion** – referred to the procedures outlined in the Behaviour Policy and Suspension and Exclusion Policy.
  - **Whistleblowing** – referred to the internal whistleblowing procedures outlined in the Whistleblowing Policy.
  - **Staff grievances** – referred to the internal grievance procedures outlined in the Grievance Policy.
  - **Staff conduct** – referred to the internal disciplinary procedures.
  - **Third-party suppliers using school premises or facilities** – referred to separate complaints procedures. The school will ensure any third-party supplier using school premises or facilities to offer community facilities or services has its own complaints procedures in place and such complaints do not fall within the scope of this policy.
  - All other complaints will be directed towards the procedures laid out in this policy.
- Complainants may make complaints in person, in writing or by telephone. Complaints should be made using the appropriate channels of communication.

## Appendix One. Stage 2 Complaints procedure form

If you have tried unsuccessfully to resolve your complaint and wish to take the matter further, please complete this form and send it to the Headteacher. (If your complaint is against the Headteacher, you will need to send the form to the Chair of the Local Governing Body.)

Your Name:

Your Address:

Your Telephone number:

Your Email:

Your Postcode:

Who is your complaint concerning:

- Headteacher
- Member of staff
- Governor or Chair of Governing Body
- Trustee or Chair of Trustees
- Third party using school premises

Please summarise your complaint (limit to 200 characters). If you wish to provide further details, please attach a separate letter describing your complaint in full, along with any supporting evidence.

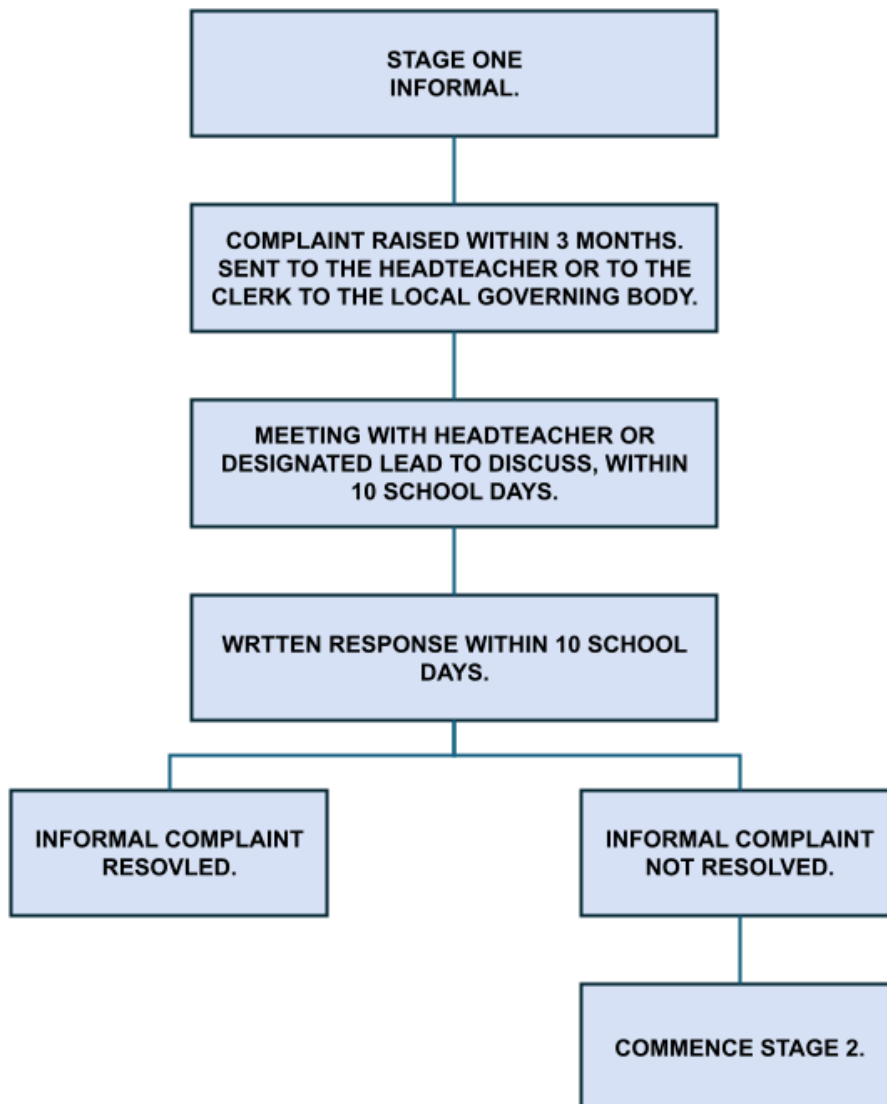
What actions do you feel might resolve the problem at this stage?

What have you already done in an attempt to resolve your concerns

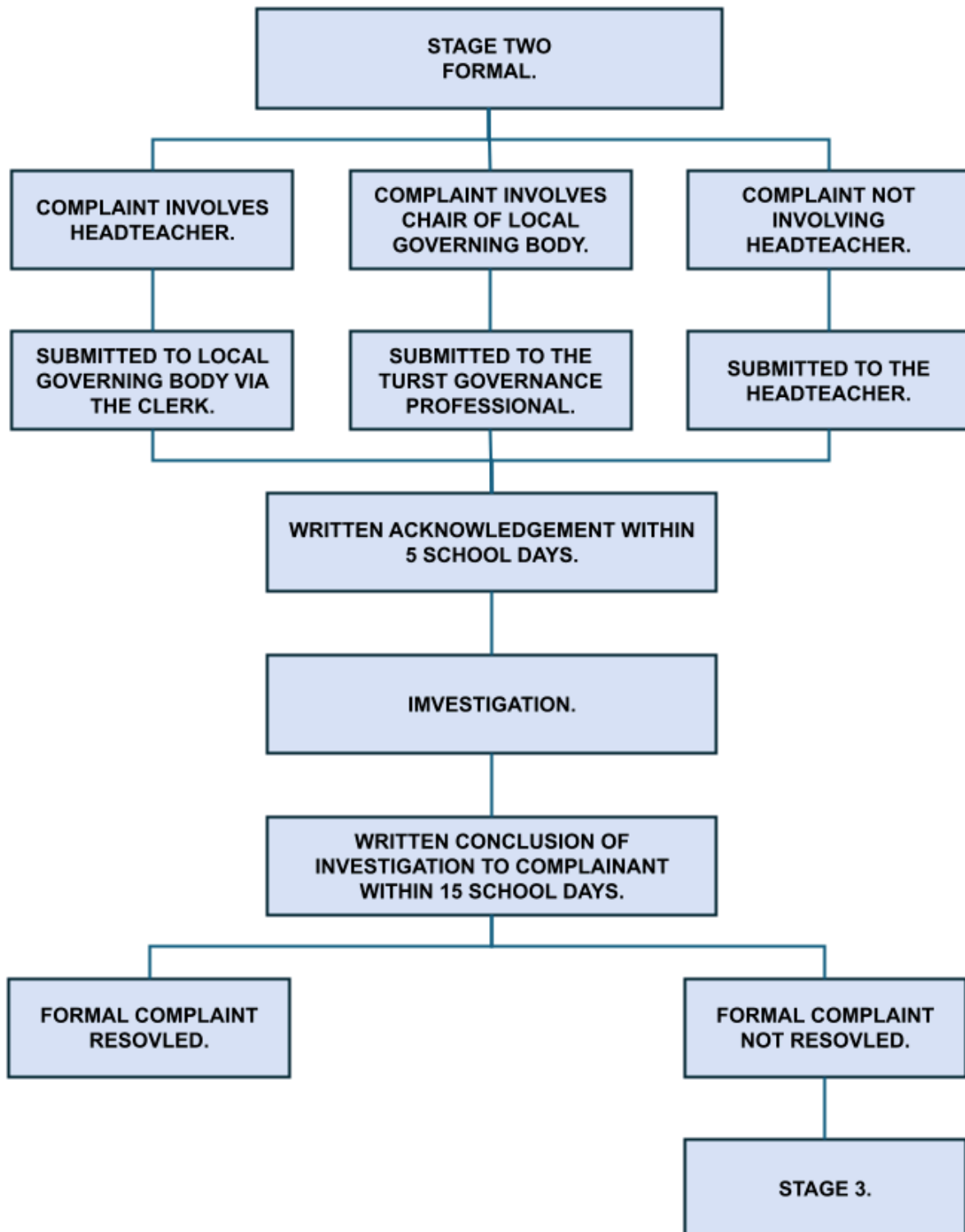
## Appendix Two. Compliant Process Flow Charts

Appendix 2.1

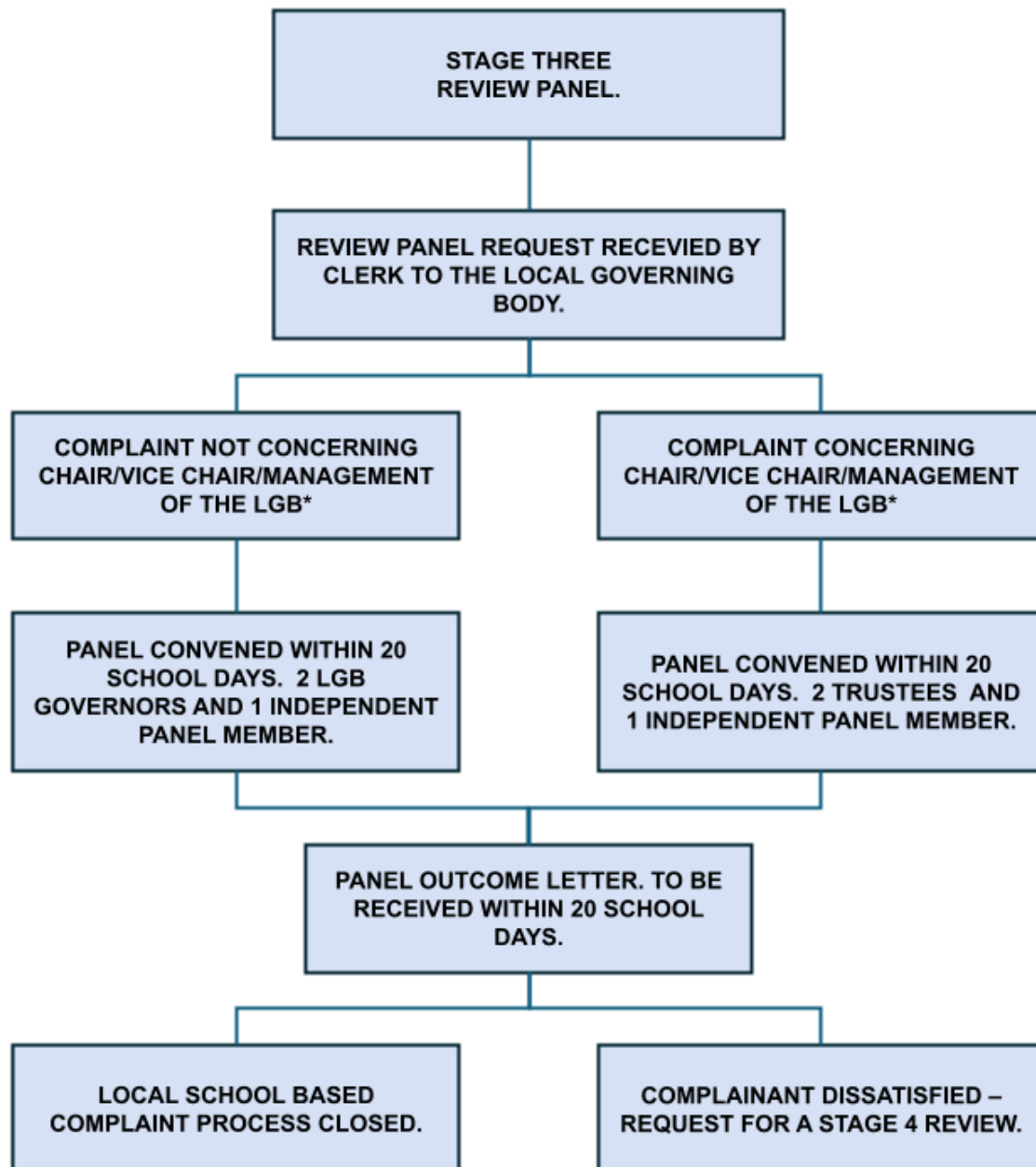
### APPENDIX 2 FLOWCHART COMPLAINT PROCESS STAGE ONE



## FLOWCHART COMPLAINT PROCESS STAGE TWO

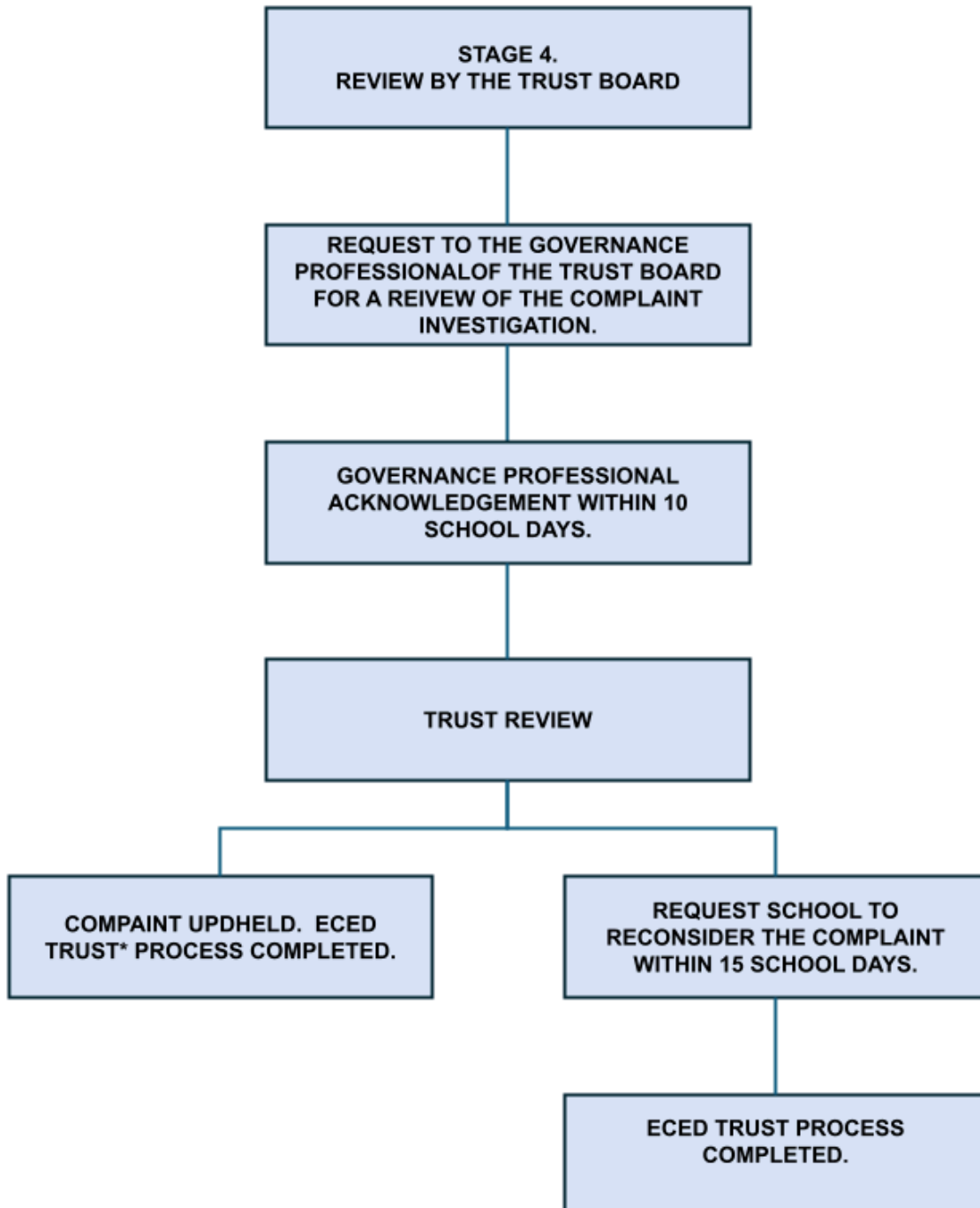


### FLOWCHART COMPLAINT PROCESS STAGE THREE



\* LGB – Local Governing Body.

### FLOWCHART COMPLAINT PROCESS STAGE FOUR



\* ECED – Every Child, Every Day, Trust.