

## Lechlade Little Learners – Complaints Policy & Procedure

### Policy statement

At Lechlade Little Learners we believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We make parents aware of our 'open door' policy ensuring they know that they can raise any issues with us at any time. We anticipate that most concerns will be resolved quickly using this informal approach, however if this does not achieve the desired result, we have a set of 'staged' procedures for dealing with their concerns. Our aim is to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

### Procedures

All settings are required to keep a written record of any complaints that reach stage two and above, and their outcome. This is to be made available to parents, as well as to Ofsted inspectors on request.

#### *Making a complaint*

##### Stage 1

- Any parent who has a concern about an aspect of our setting's provision talks over his/her concerns with their child's key person. If the key person feels that the nature of the concern is beyond their remit they will refer the matter to the setting manager
- We anticipate most complaints can be resolved amicably and informally at this stage.

##### Stage 2

- If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to this stage of the procedure by putting the concerns or complaint in writing.
- For parents who are not comfortable with making written complaints, we have a template form for recording complaints in the Complaint Investigation folder located in the office filing cabinet; the form may be completed by the manager (in consultation with the parent) and signed by the parent.
- Our setting stores all information relating to written complaints from parents in the child's personal file. However, if the complaint involves a detailed investigation, we may wish to store all information relating to the investigation in a separate file designated for this complaint.
- When the investigation into the complaint is completed, the setting manager will meet with the parent to discuss the outcome.
- We will inform parents of the outcome of the investigation within 28 days of him/her making the complaint.
- When the complaint is resolved at this stage, we log the summative points in our Complaint Investigation Folder, which is made available to Ofsted on request.

### Stage 3

- If the parent is not satisfied with the outcome of the investigation, he or she requests a meeting with our manager and the committee chairperson. The parent may have a friend or partner present if they prefer.
- An agreed written record of the discussion is made, as well as any decision or action to take as a result. All of the parties present at the meeting sign the record and receive a copy of it.
- This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage, we log the summative points in our Complaint Investigation Folder.

### Stage 4

- If at the stage three meeting the parent cannot reach agreement with the manager and committee chairperson, we will invite an external mediator to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers, but can help us to define the problem, review the action so far and suggest further ways in which it might be resolved.
- The mediator keeps all discussions confidential. S/he can hold separate meetings with our staff, manager, committee chairperson and the parent, if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice s/he gives.

### Stage 5

- When the mediator has concluded her/his investigations, a final meeting between the parent and our manager and committee chairperson is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached.
- A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

#### *Additional information made available to parents:*

- Parents may make a complaint directly to the Chair of Little Learners via a secure email address :  
littlelearnerscommittee@gmail.com
- Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of the setting's registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the Safeguarding and Welfare Requirements of the Early Years Foundation Stage are adhered to.
- Parents can complain to Ofsted by telephone or in writing at:  
  
Ofsted National Business Unit, Piccadilly Gate, Store Street, Manchester M1 2WD  
  
Tel: 0300 123 1231
- These details are displayed on our parent's notice board.
- If a child appears to be at risk, we will follow the procedures of the Local Safeguarding Children Board.
- In these cases, both the parent and our manager are informed and we will work with Ofsted or the Local Safeguarding Children Board to ensure a proper investigation of the complaint, followed by appropriate action.
- The Information Commissioner's Office (ICO) can be contacted if you have a complaint about the way your data is being handled and remain dissatisfied after raising your concern with us. For further information about how we

handle your data, please refer to the Privacy Notice given to you when you registered your child at the setting. The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF or ico.org.uk

### Records

- A record of complaints in relation to our setting, or the children or the adults working in our setting, is kept for at least three years; including the date, the circumstances of the complaint and how the complaint was managed.
- The outcome of all complaints is recorded in our Complaint Investigation Folder, which is available for parents and Ofsted inspectors to view on request.

### Review

At its inception the policy was reviewed by all committee members and all employees.

It will be reviewed annually as per the policy review schedule, added to , or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular group of workers.

A copy of the final policy statement will be issued to all employees, parents and committee members and will be made available within the setting.

**Reviewed by the Committee Chair on**

**Signed: (Committee Chair)**

**Signed: (Setting Manager)**

### Version History

<b>Version Number</b>	<b>Date</b>	<b>Changes</b>	<b>Published to</b>
1.4	11.5.18	Reference made to the ICO for data protection complaints.	Committee Members All existing & new staff Displayed in policy folder All parents