# **Complaints Procedure**

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## Statement of intent

Chawton Pre-school believes 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 Chawton Pre-school and will give prompt and serious attention to any concerns about the running of Chawton Pre-school. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

## Aim

We aim to bring all concerns about the running of Chawton Pre-school to a satisfactory conclusion for all of the parties involved.

**Making a complaint**

Stage 1

* Any parent who has a concern about an aspect of Chawton Pre-school’s provision talks over, first of all, his/her concerns with the setting leader. A record of this complaint will be taken and kept in Chawton Pre-school’s files to allow them to evaluate its performance and practice. Most complaints should 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 to the setting leader and chair of the management committee.
* Chawton Pre-school stores written complaints from parents in the child's personal file. However, if the complaint involves a detailed investigation, the setting leader 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 leader or manager meets with the parent to discuss the outcome.
* When the complaint is resolved at this stage, the summative points are logged in the Complaints Summary Record.

Stage 3

* If the parent is not satisfied with the outcome of the investigation, he or she requests a meeting with the setting leader and the chair of the management committee. The parent should have a friend or partner present if required and the leader should have the support of the chairperson of the management committee present.
* 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, the summative points are logged in the Complaints Summary Record.

Stage 4

* If at the stage three meeting the parent and Chawton Pre-school cannot reach agreement, an external mediator is invited 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 to define the problem, review the action so far and suggest further ways in which it might be resolved.
* Staff within Services for Young Children Local Development Team or a Pre School Learning Alliance Team member are appropriate persons to be invited to act as mediators.
* The mediator keeps all discussions confidential. S/he can hold separate meetings with the setting personnel (setting leader and chair of the management committee) 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, the setting leader and the chair of the management committee 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.

The role of the Office for Standards in Education, Early Years Directorate (Ofsted) and the Local Safeguarding Children’s Board.

Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of our registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the Statutory Framework for EYFS are adhered to.

The address and telephone number of our Ofsted regional centre are:

**Piccadilly Gate
Store Street
Manchester
M12WD**

**Tel No’s: 0300 1231231/0300 1234666**

These details are displayed on Chawton Pre-school's notice board.

If a child appears to be at risk, Chawton Pre-school follows the procedures of the LSCB in our local authority.

In these cases, both the parent and Chawton Pre-school are informed and the Manager works with Ofsted or the LSCB to ensure a proper investigation of the complaint followed by appropriate action.

## Records

A record of complaints against Chawton Pre-school and/or the children and/or the adults working at Chawton Pre-school is kept, including the date, the circumstances of the complaint and how the complaint was managed.

This policy was adopted at a meeting of Chawton Pre-School.





