



# NORTHLEACH PLAYGROUP

Mill End, Northleach, Cheltenham, Gloucestershire, GL54 3HJ

Registered Charity No. 1015852

## Complaints Procedure Policy

### Statement of Intent

Our setting 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 our setting and will give prompt and serious attention to any concerns about the running of the setting. 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 our setting to a satisfactory conclusion for all of the parties involved.

### Method

To achieve this, we operate the following complaints procedure. All settings are required to keep a 'summary log' of all complaints that reach stage 2 or beyond. This is to be made available to parents as well as to Ofsted inspectors.

#### ***Making a complaint:-***

##### **Stage 1**

- Any parent/carer who has a concern about an aspect of the setting's provision talks over, first of all, his/her worries and anxieties with the key person.
- 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 Stage 2 of the procedure by putting the concerns or complaint in writing to the settings leader and the Chair of the management committee.

- For parents/carers who are not comfortable with making written complaints, there is a template form for recording complaints in the above-mentioned publication; the form may be completed with the person in charge and signed by the parent.
- The complaint will be registered in the Complaints Summary Record.
- Acknowledgement will be given to the complainant in writing that the complaint has been received. This will include a timetable for investigation and reporting back, a maximum of 28 days.
- The setting 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/carer 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 to include:
  - Nature of the complaint.
  - Where and when the review took place.
  - Who was present.
  - What was said by whom.
  - What was established as fact and what was unable to be confirmed.
  - What action is proposed to remedy this problem.
  - 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 3 meeting the parent/carer and setting 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.
- The mediator keeps all discussion confidential. She/he can hold separate meetings with the setting personnel (setting leader and the 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 she/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, Children's Services and Skills (Ofsted) and the Gloucestershire Safeguarding Children Board (GSCB).**

- 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 EYFS Statutory Requirements are adhered to.

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

OFSTED  
Piccadilly Gate,  
Store Street,  
Manchester,  
M1 2WD.

They are open from 8.00am to 6.00pm Monday-Friday.

0300 123 4666 – Concerns & Complaints about childcare providers.

0300 123 4234 – About education or adult skills.

0300 123 1231 – About children’s services.

Email: [enquires@ofsted.gov.uk](mailto:enquires@ofsted.gov.uk)

<https://contact.ofsted.gov.uk/contact-form>

- These details are displayed on our setting's notice board.
- If a child appears to be at risk, our setting follows the procedures of the GSCB ([www.gscb.org.uk/procedures](http://www.gscb.org.uk/procedures)).
- In these cases, both the parent and setting are informed and the setting leader works with Ofsted or the GSCB to ensure a proper investigation of the complaint, followed by appropriate action.

### **Records**

- A record of complaints against our setting and/or the children and/or the adults working in our setting is kept, including the date, the circumstances of the complaint and how the complaint was managed.
- The outcome of all complaints is recorded in the Complaints Summary Record which is available for parents and Ofsted inspectors on request.

Signed on behalf of the Management Committee \_\_\_\_\_

Role of signatory (e.g. chairperson etc.) \_\_\_\_\_