



Making A Complaint Policy

Little Owls Admissions Policy

Version Control Log

Date	Date agreed with Managers	Overview of changes
October 2019	1 st October 2019	Review in conjunction the Pre-School Learning Alliance Policies and Procedures

Policy statement

Little Owls believes that children and parents/carers 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. We aim 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/carers as well as to Ofsted inspectors on request.

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 concerns, with the setting leader.
- 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/carer moves to this stage of the procedure by putting the concerns or complaint in writing to the setting leader.
- For parents/carers who are not comfortable with making written complaints, there is a template form for recording complaints; the form may be completed with the person in charge and signed by the parent/carer. Please see Appendix
- The setting stores written complaints from parents/carers 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/carer to discuss the outcome.
- Parents/carer must be informed of the outcome of the investigation within 28 days of making the complaint.

- 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 owner/chair of the management committee. The parent/carer should have a friend or partner present if required and the leader should have the support of the chairperson or 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/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.
- Staff or volunteers within the Pre-School Learning Alliance 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/carer, 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/carer, 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 Local Safeguarding Children Board

- Parents/carers 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 Welfare Requirements of the Early Years Foundation Stage are adhered to.
- The number to call Ofsted with regard to a complaint is: on 0300 123 1231
Or use this address: Ofsted National Business Unit, Piccadilly Gate, Store Street, Manchester M1 2WD
These details are displayed on our notice board
- If a child appears to be at risk, our setting follows the procedures of the Local Safeguarding Children Board.
- In these cases, both the parent/carer and setting are informed and the setting leader works with Ofsted or the Local Safeguarding Children Board to ensure a proper investigation of the complaint, followed by appropriate action.

Records

- A record of complaints in relation to 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 Summary Complaints Record which is available for parents and Ofsted inspectors on request.

Complaints record

Date of complaint:			
Source of complaint			
Parent (in writing, including email)		Staff member	
Parent (in person)		Anonymous	
Parent (phone call)		Ofsted (include complaint number if known)	

Nature of complaint	
Please tick all welfare requirements that relate to complaint	
Safeguarding and promoting children's welfare	
Safeguarding	<input type="checkbox"/>
Information and complaints	<input type="checkbox"/>
Premises and security	<input type="checkbox"/>
Outings	<input type="checkbox"/>
Equality of opportunities	<input type="checkbox"/>
Medicines	<input type="checkbox"/>
Illnesses and Injuries	<input type="checkbox"/>
Food and drink	<input type="checkbox"/>
Smoking	<input type="checkbox"/>
Behaviour management	<input type="checkbox"/>

Suitable people	
Safe recruitment	<input type="checkbox"/>
Adults looking after children are suitable	<input type="checkbox"/>
Alcohol and other substances	<input type="checkbox"/>
Qualifications	<input type="checkbox"/>
Staffing arrangements	<input type="checkbox"/>

Suitable premises	
Risk assessment –outdoor and indoor spaces furniture, equipment and toys	<input type="checkbox"/>
Premises	<input type="checkbox"/>

Organisation	
<input type="checkbox"/>	<input type="checkbox"/>

Documentation	
Data	<input type="checkbox"/>
Providers records	<input type="checkbox"/>

Please give details of the complaint:

How it was dealt with

Internal investigation		
Investigation by Ofsted		
Investigation by other agencies (please state)		

Please give details of any internal investigation or attach any outcome letter from Ofsted:

Actions and outcomes

Internal actions

Actions agreed with Ofsted

Changes to conditions of registration

Other action taken by Ofsted

No action

Actions imposed or agreed with other agencies

Please give details:

Has a copy of this record been shared with parents:	
Name of recorder:	Date notified to parent: (EYR and OCR within 28 days)
Position: Name: Signature:	Date completed: This record should be kept for at least 3 years from the above date