



# Complaints and Concerns Policy and Procedures

## Statement of Intent

The Poppy Academy Trust is committed to improving the life chances of all our children. We will nurture a passion for learning to enable them to thrive in an ever-changing world.

We have shared values across the Trust which we teach explicitly and throughout the curriculum to the children. At our Church schools, these values are rooted in our Christian ethos and distinctive Christian character.

This is reflected in all our relationships between staff, children, parents, governors and the local community. It is reflected in how we teach, what and how our pupils learn within and beyond the classroom.

<b>Complaints Policy and Procedure</b>	
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Our Local Governing Bodies are dedicated to the promotion of high standards of educational achievement. We are committed to eliminating discrimination, advancing equality of opportunity, and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

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## Statement of intent

The Poppy Academy Trust aims to resolve complaints at the earliest possible stage and, where possible, informally, and is dedicated to continuing to provide the highest quality of education possible in the school throughout the procedure.

This policy has been created to handle complaints relating to any aspects of the provision of facilities or services against:

- Any member of staff.
- The school.
- Individual Governors from the Local Governing Boards
- Individual Trustees or the Trust.

It is designed to ensure that the complaints procedure is straightforward, impartial, non-adversarial, allows a full and fair investigation, respects confidentiality, and delivers an effective response and appropriate redress.

This policy outlines the procedure that the complainant and the school will follow. Once a complaint has been made, it can be resolved or withdrawn at any stage.

The headteacher, Chair of the Local Governing Board or Chair of Trustees will delegate an appropriate person to be the first point of contact during the complaints procedure.

## Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Freedom of Information Act 2000
- Education Act 2002
- Equality Act 2010
- The Education (Independent School Standards) Regulations 2014
- Immigration Act 2016
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- HM Government (2016) 'Code of Practice on the English language requirement for public sector workers'
- ESFA (2021) 'Best practice guidance for academies complaints procedures'
- ESFA (2024) 'Academy trust handbook 2024'

This policy operates in conjunction with the following school policies:

- Admissions Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy
- Suspension and Exclusion Policy
- Whistleblowing Policy
- Grievance Policy
- Data Protection Policy
- Data records management and Retention Policy
- Staff Code of Conduct

## Definitions of complaints and concerns

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 implemented.

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 school receives large volumes of complaints that are all based on the same subject.

For the purposes of this policy, having “**independence**” from the school is defined as having no association with the school, including through being a member, trustee, governor or employee, and having no clear connection with any of the schools, including through being an employee or solicitor. Independent panel members will meet the school’s and DFE’s definition of independence.

## Making a complaint

Any person, including a member of the public, will be able to make a complaint about the provision of facilities or services that the school 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 school 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 complaint’s procedures belonging to the third-party suppliers. 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. Complaints must be clear, factual and actions or omissions of the school or Trust.

Complaints are expected to be made as soon as possible after an incident arises to amend the issue in an appropriate timescale. The schools uphold a three-month time limit in which a complaint can be lodged regarding an incident. Complaints made outside this time limit will be considered in exceptional circumstances. In the case of any timescales changing, all parties involved will be informed of the changes in a timely manner. Complaints received outside term time will be treated as being received on the first school day after the holiday period.

A complaint can progress to the next stage of the procedure even if it is not viewed as “justified”. All complainants will be given the opportunity to fully complete the complaints procedure.

## Complaints about staff, Governors or Trustees

Complaints against staff will:

- Be dealt with by the headteacher.

Complaints against a headteacher will:

- Be dealt with by the Chief Executive Officer.

Complaints against members of the Local Governing Board will:

- Be made in writing to the clerk, who will arrange for them to be heard.
- Be dealt with by the Chair of the Local Governing Board.
- Potentially involve escalation to conduct an investigation – this will be handled by the CEO.

Complaints against the Chair of the Local Governing Board will:

- Be made in writing to the clerk, who will determine the most appropriate course of action dependent on the nature of the complaint.

Complaints against the Trustees or Chair of Trustees will:

- Be made in writing to the clerk, who will determine the most appropriate course of action dependent on the nature of the complaint.

Complaints against the CEO/CFO/Trust will:

- Be dealt with by the Chair of Trustees
- Begin with stage two of the '[Complaints procedure](#)' outlined in this policy

Complaints against the Trust will:

- Be dealt with by the CEO via a formal, written complaint

## Complaints escalated to the Trust

Where a complainant wishes to escalate their complaint to the Trust of the school, the complaint will be handled by the CEO.

The clerk to the Trust Board will write to the complainant to acknowledge their complaint within **15** school days of receiving it. If appropriate, the CEO will investigate the complaint and provide an initial response.

Where the complainant is not satisfied with the outcome of the initial response, they will be prompted to write to the clerk to the Trust Board to ask for the complaint to be held before a panel within **20** school days. The clerk will record the date this complaint is received and will respond within **10** school days. The panel hearing will be organised in accordance with stage three of the '[Complaints procedure](#)'.

In exceptional circumstances, if a complaint is escalated beyond the panel, its resolution may involve sourcing an independent investigator to deal with the complaint. Where it is necessary to deviate from the Complaints procedure, this deviation will be appropriately documented.

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

## Roles and responsibilities

The complainant will be responsible for:

- Cooperating with the school in seeking a solution to the complaint.
- Expressing the complaint and their concerns in full at the earliest opportunity.
- Promptly responding to any requests for information and meetings.
- Asking for assistance as needed.
- Treating anyone involved in the complaint with respect.

The role of the investigator will differ depending on the nature of the complaint and who it is directed at. This means that:

- For complaints against staff, the investigator will be the headteacher or a senior staff member directed by the headteacher.
- For complaints against the headteacher, the investigator will be the Chief Executive Officer.
- For complaints against members of Local Governing Board, the investigator will be the Chair of the Local Governing Board.
- For complaints against the Chair of the Local Governing Board, the investigator will be the Chair of Trustees.
- For complaints against the Chair of Trustees or the board of Trustees, the clerk will appoint an appropriate person to be the investigator.
- For complaints against the CEO, the investigator will be the Chair of Trustees.

The investigator of the complaint will be responsible for:

- Providing a sensitive and thorough interviewing process of the complainant to establish what has happened and who is involved.
- Provide an interpreter/translator if required
- Considering all records, evidence and relevant information provided.
- Interviewing all parties that are involved in the complaint, including staff and pupils.
- Analysing all information in a comprehensive and fair manner.
- Liaising with the complainant and clarifying an appropriate resolution to the problem.
- Identifying and recommending solutions and courses of actions to take.
- Being mindful of timescales and ensuring all parties involved are aware of these timescales.
- Responding to the complainant in a clear and understandable manner.

Where complaints are escalated to a panel hearing, all complaints panel members will be aware that:

- The review panel hearing is independent and impartial.
- No individual with prior involvement in the complaint, or the circumstances surrounding it, is permitted to sit on the panel.
- The aim of the panel is to achieve a reasonable resolution and, ultimately, attain reconciliation between the parties involved.
- Panel members may be taken from any of the schools' LGBs across the Trust or from the Trustees
- Reconciliation between the school and complainant is not always achievable, and that it may only be possible to establish facts and make recommendations to reassure the complainant that their case has been taken seriously.
- The panel can:
  - Dismiss or uphold the complaint, in whole or in part.
  - Decide on appropriate action to be taken.
  - Recommend changes that the trust can make to prevent reoccurrence of the problem.
- Complainants may feel nervous or inhibited in a formal setting and, therefore, the proceedings should be as welcoming as possible

The panel chair will:

- Ensure that minutes of the hearings are taken.
- Explain the remit of the panel to the complainant.
- Ensure that all issues are addressed and that outcomes are reached based on facts and evidence.
- Help to put at ease individuals involved who are not used to speaking at such hearings, particularly any pupils involved.
- Conduct the hearing in a manner that ensures everyone is treated with respect and courtesy.
- Ensure that the room's layout and setting is non-adversarial yet still sets the appropriate tone.
- Confirm that no member of the panel has previously been involved in the earlier stages of the procedure or has an external interest in the outcome of the proceedings.
- Give both the complainant and the Trust the opportunity to state their case and seek clarity without undue interruption.
- Provide copies of any written material or evidence to everyone in attendance of the meeting, ensuring that everyone has seen the necessary material.
- Organise a short adjournment of the hearing if required.
- Continuously liaise with the clerk to ensure the procedure runs smoothly.
- Help to provide the on-going support necessary where the complainant is a child.

### The role of the DFE

If a complainant remains dissatisfied once the complaint procedure has been completed, they have the right to refer their complaint to the Secretary of State. If a complainant wishes to escalate a complaint, the school will refer them to the relevant [contact form](#), and prompt them to follow the instructions on this form to submit a complaint to the Secretary of State.

The DFE will not overturn the school or panel's decision about a complaint or re-investigate the original complaint. The DFE will only intervene following a complaint if it believes the school has:

- Breached a clause in its funding agreement.
- Failed to comply with education law or acted unreasonably when exercising related education functions.

When making a final decision about a complaint, the school reserves the right to seek advice from the DFE on whether they are acting reasonably and lawfully; however, they will not be able to advise on how to resolve the complaint.

### Complaints procedure

All schools in the Poppy Academy Trust will ensure that the complaints procedure is:

- Easily accessible and publicised on its website.
- Paper copy on request at the school office
- Simple to understand and put into practice.
- Impartial and fair to all parties involved.
- Respectful of confidentiality duties.
- Continuously under improvement.
- Fairly investigated, by an independent person where necessary.
- Used to address all issues to provide appropriate and effective responses where necessary.
- **Informal (1)** – which will usually come in the form of a meeting between a representative of the school and the complainant.
- **Formal (2)** – where the complaint is put in writing to the school.
- **Panel hearing (3)** – where the panel includes at least three people who were not directly involved in the matters detailed in the complaint and one person who is independent of the management and running of the school.

At each stage, complainants will be informed of their options for escalation if they are unsatisfied with the outcome of their complaint. The appropriate person will communicate the details of the next stage of the process when delivering the outcome of the current stage, where applicable.

To prevent later challenge or disagreement over what was said in any in-person meetings or telephone conversations at any stage of the procedure, brief notes will be kept, and a copy of any written response will be added to the record of the complaint. A note-taker may therefore be present at the meetings to facilitate this process. Notes and paper copies of any complaints and/or responses are kept securely **on each school's ICT system**.

### Stage one – informal complaint

An informal complaint may be made in person, by telephone or in writing; however, it is preferred that initial, informal complaints are made via an in-person meeting.

Where a complaint has been made about a member of staff, the complainant can discuss the concern with the headteacher, or a person delegated to hear the complaint on their behalf, to seek support. If the concern is about the headteacher, the Chair of the Local Governing Board should be informed and the CEO will need to handle the complaint.

Where a complaint is made initially to a Trustee, the complainant will be referred to the appropriate person. No member of staff or Trustee will act alone on a complaint outside of the procedure; if they do, they cannot be involved if the complaint is subject to a hearing at a later stage of the procedure.

Within **10** school days of notification of the complaint, the complainant and the relevant member of staff should discuss the issue in a respectful and informal manner to seek a mutual resolution.

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.

### Stage two – formal complaint

Formal complaints must be made in writing by completing the Poppy Academy Trust Complaints Form (See Appendix 1).

Stage two of the process will be organised where possible within **15** school days. Where the situation is recognised as complex, and it is deemed to be unable to be resolved within this timescale, the person managing the complaint will contact the complainant to inform them of the revised target date via a written notification.

An appointment with the appropriate person for managing the complaint should be made, as soon as reasonably practical, to avoid any possible worsening of the situation.

If the complaint is against the headteacher, the complainant will initially need to write, in confidence, to the CEO. The CEO will seek to resolve the issue informally, e.g. by arranging a meeting with the complainant within **15** school days, before moving directly to stage three of the procedure.

Where the appropriate person has made reasonable attempts to accommodate the complainant with dates for a complaint meeting and they refuse or are unable to attend, the meeting will be convened in their absence and a conclusion will be reached in the interests of drawing the complaint to a close.

In terms of a complaint being made against a member of staff, the headteacher will discuss the issue with the staff member in question. Where necessary, the headteacher will conduct interviews with any relevant parties, including witnesses and pupils, and take statements from those involved. All discussions shall be recorded by the headteacher, and findings and resolutions will be communicated to the complainant either verbally or in writing.

Once all facts are established, the person handling the complaint shall contact the complainant in writing with an explanation of the decision. The complainant will be advised of any escalation options (e.g. escalation to stage three) and will be provided with details of this process.

The complainant will also be provided with copies of minutes, subject to any necessary redactions under the Data Protection Act 2018 and UK GDPR. Any further action the trust plans to take to resolve the issue will be explained to the complainant in writing.

If the complainant is not satisfied with the outcome suggested, the procedure may progress to stage three. A request to escalate to stage three will be made to the clerk to the board of Trustees within **10** school days of the end of stage two, i.e. communication of an outcome.

If the board deems it appropriate to hear the complaint at a panel meeting, then the complainant will be notified.

### Stage three – panel hearing

Where the complaint progresses to stage three, a panel will be constituted to hear the complaint, consisting of at least three individuals who were not directly involved in the matters detailed in the complaint, and at least one independent panel member. The independent panel member will not be a member, Trustee, Governor or employee of the school. The school will also ensure the independent panel member does not have any clear connection with the school.

The clerk will record the date the escalation request was received, acknowledge receipt of the complaint, and inform the complainant of the scheduled time and date of the panel hearing in writing. The meeting will be convened within **15** school days of the receipt of the escalation request where possible. Where this is not possible, the clerk will provide an anticipated date and ensure the complainant is kept up-to-date.

**5** school days' notice will be given to all parties attending the panel hearing, including the complainant. The complainant must respond to the Clerk with at least 3 days' notice to confirm their attendance and if they will be bringing anyone with them.

Prior to the hearing, the clerk will have written to the complainant informing them of how the review will be conducted. The CEO, headteacher and the Chair of Trustees will also have a copy of this letter. At the hearing, all participants will be given the opportunity to put their case across and discuss any issues however, they will have to submit any questions for the individual handling the complaint and the vice versa, for the complainant in advance if the complainant and the school are not present in the meeting together.

The meeting will allow for:

- The complainant to be present and accompanied\* at the hearing if they wish.
- The complainant to explain their complaint and the individual handling the complaint to explain the reasons for their decision.
- The complainant to submit questions in advance to the individual handling the complaint, and vice versa, about the complaint, if the complainant and the school are not present together.
- Any evidence, including witnesses who have been approved prior to the meeting by the Chair of the panel, to be questioned.

- Members of the panel to question both the complainant and the individual about whom the complaint was made.
- Final statements to be made by both parties involved.

\*Neither the complainant nor the school will bring legal representation to this hearing, unless in exceptional circumstances, where this will be agreed beforehand. A member of staff who may be a witness to the complaint can bring a union representative or legal representative if desired; this will be agreed before the hearing.

The purpose of the hearing will be reconciliation and ensuring that things that may have gone wrong are corrected.

The complainant will receive a written response explaining the panel's findings and recommendations within **15** school days. This letter will also explain whether there are any further rights of appeal and to whom they need to be addressed.

The panel will make findings and recommendations, and a copy of those findings and recommendations will be made available for inspection on the school premises by the board of Trustees and the headteacher.

Where relevant, the person complained about will receive a summary of the panel's findings and recommendations.

They will also receive a copy of the minutes, subject to any necessary redactions under the Data Protection Act 2018 and the UK GDPR.

### Complaints to the DFE/Ofsted

If a complainant has exhausted the Trust's complaints procedure, they will be advised that they can submit a complaint to the DFE via its [webpage](#) or by writing to:

Complaints Team  
Department for Education  
Cheylesmore House  
Coventry  
Quinton Road  
Coventry  
CV1 2WT

If a complainant remains dissatisfied once the complaint procedure has been completed, they have the right to refer their complaint to Ofsted via its [webpage](#).

### Resolving complaints

At each stage of the complaints procedure, the school is committed to resolving the complaint. Where appropriate, the Trust will acknowledge that the complaint is upheld in whole or in part, and may offer one of the following:

- An explanation
- An admission that the situation could have been handled better
- An assurance that the Trust will try and ensure the incident will not occur again
- An outline of the steps that have been or will be taken to help ensure that it will not happen again and an indication of the timescales within which changes will be made
- An undertaking to review relevant Trust policies in light of the complaint
- An apology

### Withdrawal of a complaint

Where a complainant wishes to withdraw their complaint, the school will ask them to confirm this in writing. Despite the complaint having been withdrawn, the school will still take the complainant's voice seriously and attempt to avoid causing similar distress to others in the future. The school will not under any circumstances ask, or pressure an individual, to withdraw a complaint.

## Record keeping

A written record will be kept of all complaints that are made, regardless of the stage at which they are resolved, including any action taken by the Trust as a result of those complaints whether they are upheld or not.

All correspondence, statements and records relating to individual complaints will be kept confidential except where the Police, the Secretary of State or an inspectorate requests access to them.

The Poppy Academy Trust is a data controller in its own right and we decide how long to keep records, unless statutory regulations apply, e.g. attendance records must be kept for 3 years. The Trust will retain records of complaints and related documents in line with the Data Protection Policy and Records Management Policy. Personal data will only be kept for as long as necessary.

## Interviewing witnesses

When interviewing pupils to gather information regarding a complaint, the interview should be conducted in the presence of another member of staff or, in the case of serious complaints, e.g. where the possibility of criminal investigation exists, in the presence of their parents. All pupils interviewed will be made fully aware of what the interview concerns and their right to have someone with them. No recording devices (including mobile phones) will be used by the complainant or the investigator.

The school will ensure that the conduct of interviews does not prejudice an investigation by the LA designated officer (LADO) or police.

The school understands the importance of ensuring a friendly and relaxed area which is free from intimidation.

Staff are allowed a colleague to support them at their interview. The colleague must not be anyone likely to be interviewed themselves, including their line manager.

The interviewer will not express opinions in words or attitude, so as to not influence the interviewee. A note taker may be present to make notes of the interview. The interviewee will sign a copy of the transcription of the interview. No recording devices (eg mobile phones) may be used by the complainant or the interviewee.

## Recording a complaint

A written record shall be kept of any complaint made, whether made via phone, in person or in writing, detailing:

- The main issues raised, the findings and any recommendations.
- Whether the complaint was resolved following an informal route, formal route or panel hearing.
- Actions taken by the school as a result of the complaint (regardless of whether the complaint was upheld).

All records are made available for inspection on the school premises by the school. These are kept for at least 7 years.

Details of any complaint made shall not be shared with the entire board of Trustees. The exception to this is when a complaint is made against the whole board and they need to be aware of the allegations made against them to respond to any independent investigation.

Complainants have a right to access copies of these records under the UK GDPR and the Freedom of Information Act 2000. The Trust will hold all records of complaints from each school, as well as those regarding the trust itself, centrally. Correspondence, statements and records relating to individual complaints are kept confidential except where the Secretary of State, police or a body conducting an inspection request to access them.

## Exceptional circumstances

The DFE and Ofsted expects complainants to have completed the Trust's complaints procedure before directing a complaint to them. The exceptions to this include when:

- Pupils are at risk of harm.
- Pupils are missing education.
- A complainant is being prevented from having their complaint progressed through the Trust's complaints procedure.
- The DFE has evidence that the Trust is proposing to act or is acting unlawfully or unreasonably.

If a social services authority decides to investigate a situation, the board of Trustees may postpone the complaints procedure.

## Managing unreasonable complaints

The school is committed to dealing with all complaints fairly and impartially, and to providing a high-quality service to those who complain. The school will not normally limit the contact complainants have with the school itself; however, the school does not expect staff to tolerate unacceptable behaviour and will take action to protect staff from that behaviour, including that which is abusive, offensive or threatening.

For the purposes of this policy, “**unreasonable complaints**” include:

- Vexatious complaints, which:
  - Are obsessive, persistent, harassing, prolific, or repetitious.
  - Insist upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason.
  - Insist upon pursuing meritorious complaints in an unreasonable manner.
  - Are designed to cause disruption or annoyance.
  - Demand for redress which lacks any serious purpose or value.
- Serial or persistent complaints, which:
  - Are duplicated, sent by the same complainant once the initial complaint has been closed.
  - Are new complaints that are submitted additionally, as part of an existing open complaint, by the same complainant.

A complaint may also be regarded as unreasonable when the complainant:

- 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 cooperate with the complaints investigation process while still wishing their complaint to be resolved.
- Refuses to accept that certain issues are not within the scope of a complaints procedure.
- Insists on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- Introduces trivial or irrelevant information which they expect to be taken into account and commented on, or 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 trust's complaints procedure has been fully and properly implemented and completed, including referral to the ESFA.
- Seeks an unrealistic outcome.
- Makes excessive demands on school time by frequent, lengthy, complicated and stressful contact with staff regarding the complaint in person, in writing, by email and by telephone while the complaint is being dealt with.

A complaint may also be considered unreasonable if the complainant:

- Acts maliciously or aggressively.
- Uses threats, intimidation or violence.
- Uses abusive, offensive or discriminatory language.
- Knows the complaint to be false.
- Uses falsified information.
- Publishes unacceptable information in media such as social media websites and newspapers.

The above applies regardless of the method through which the complaint is made, e.g. face-to-face, by telephone, in writing or electronically.

Complainants should limit the number of communications with the Trust while a 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.

Whenever possible, the member of staff or Trustee leading the response to a complaint will discuss any concerns with the complainant informally before applying an 'unreasonable' marking.

Serial or persistent complaints will only be marked as 'serial' once the complainant has completed the complaints procedure. It is the complaint that will be marked as 'serial', meaning the complainant can complain about a separate issue if necessary.

If the complainant continues to be unreasonable, the individual handling the complaint will write to the complainant explaining that they are being unreasonable and ask them to change it. For complainants who excessively contact the Trust or any of its schools causing a significant level of disruption, the individual school may specify methods of communication and limit the number of contacts through the use of a communication plan. This will usually be reviewed after six months.

A decision to stop responding will only be considered in circumstances where the following statements are true:

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

If the above criteria are met, in making a decision to stop responding, the school/Trust will also consider if the complainant is often abusive or aggressive in their communication, makes insulting personal comments about or threats towards staff, ad/or pupils or if the school believes their intent is to disrupt or inconvenience the school.

The school will not stop responding to a complainant on the basis that they are difficult to deal with or they ask complex questions.

In response to any serious incident of aggression or violence, the concerns and actions taken will be put in writing immediately and the police informed. This may include banning an individual from the premises.

## Complaints campaigns

Where the Trust or a school in the Trust becomes the subject of a complaints campaign from complainants who are not currently connected with a school, **a standard, single response will be published on the school's website.**

If the school receives a large number of complaints about the same subject from complainants who are connected to the school, e.g. parents, each complainant will receive an individual response.

If complainants remain dissatisfied with the school's response, they will be directed to the DFE.

## Barring from the premises

School premises are private property and, therefore, any individual may be barred from entering the premises in line with Trust policies.

## Standard of fluency complaints

As members of a public authority, all staff are subject to the fluency duty imposed by the Immigration Act 2016, which requires staff members to have an appropriate level of fluency in English in order to teach pupils.

The school is free to determine the level of spoken communication necessary in order for staff members to develop effective performance, but it will be matched to the demands of the role in question.

The school will be satisfied that an individual has the necessary level of fluency appropriate for the role they will be undertaking, whether this is an existing or potential new member of staff.

If a member of the school community feels that a staff member has insufficient proficiency in spoken English for the performance of their role, they are required to follow the procedure outlined in this policy.

For the purpose of this policy, a **"legitimate complaint"** is one which is about the standard of spoken English of a member of staff; complaints regarding an individual's accent, dialect, manner or tone of communication are not considered legitimate complaints. All legitimate complaints regarding the fluency duty will be handled in line with the processes detailed in this policy.

In addition to the processes outlined in this policy, the Trust will assess the merits of a legitimate complaint against the necessary standard of spoken English fluency required for the role in question.

To assess the merits, the school will undertake an objective assessment against clear criteria set out in the role specification or, against the level of fluency descriptors relevant to the role in question.

If the complaint is upheld, the school will consider what action is necessary to meet the fluency duty. This may include:

- Specific training.
- Specific re-training.
- Assessment.
- Redeployment.
- Dismissal.

Appropriate support will be provided to staff to ensure that they are protected from vexatious complaints and are not subjected to unnecessary fluency testing.

## Transferring data

When a pupil changes school, the pupil's educational record will be transferred to the new school and no copies will be kept.

The school will hold records of complaints separate to pupil records while a complaint is ongoing, so that access to these records can be maintained. If a pupil moves school whilst the complaint is on-going, the new school is made aware of the on-going complaint at the pupil's previous school.

Information that the school retains relating to a complaint will be stored securely and in line with its Data records management and Retention Policy.

## Availability

A copy of this policy will be made available on request. It will also be published on the school's website, as recommended by the DFE.

## Monitoring and review

The complaints procedure will be reviewed annually, taking into account any legislative changes and the latest guidance issued by the DfE.

Information gathered through reviewing the complaints procedure will be used to continuously improve and develop the process. Any changes to this policy will be communicated to all relevant stakeholders.

## Appendix 1



## Formal Complaint Form

<b>Parent/Carer Name:</b>		
<b>School Complaint is about:</b>		
<b>Address:</b>		
<b>Postcode:</b>		
<b>Email address:</b>		
<b>Telephone No:</b>	<b>Day:</b>	
	<b>Evening:</b>	
	<b>Mobile:</b>	
<b>What is the nature of your complaint? (Please use additional sheets if needed)</b>		
<b>Have you raised your issue(s) with your child's Class Teacher at the informal stage? If so, when did you do this?</b>	<b>Yes (inc. date)</b>	<b>No</b>

<b>Have you complained in person informally at Stage 1, as per the policy?</b>	<b>Yes (inc. date)</b>	<b>No</b>
<b>What happened when you complained to the Headteacher/Chair of Local Governors if about the Headteacher?</b>		
<b>What are your desired outcomes?</b>		
<b>Signed:</b>		
<b>Date:</b>		

Please return your completed complaint form to the School Office either by email at or in hard copy format and it will be passed to the Headteacher, Chair of Governors, Chair of Trustees, or CEO depending on what stage the complaint is at and what it is regarding.



## Complaints Process at the Poppy Academy Trust

We aim to resolve concerns early, fairly and respectfully.

### Stage 1 - Informal concern

Speak with the class teacher, headteacher or appropriate senior leader. Most concerns are resolved at this stage.



### Stage 2 - Formal complaint

Submit a written complaint using the Trust complaints form. A written response will be provided.



### Stage 3 - Panel hearing

Independent panel hearing. Written findings and recommendations issued.



### Department for Education / Ofsted

A complaint can only be made once Stages 1 to 3 have been fully completed. DfE and Ofsted do not re-investigate complaints.

"Having wisdom and understanding is better than having silver and gold."

Proverbs 16:16