

MIHSG

COMPLAINTS POLICY AND PROCEDURES

Reviewed June 2018

Policy Statement

This Policy aims to ensure that:

- Parents/ Guardians know that the Manchester Islamic High School for Girls takes complaints seriously and will respond in a courteous and efficient manner;
- An effective procedure for making and adjudicating complaints (including appeals) from parents/ guardians is established;
- Parents/ Guardians wishing to make a complaint know how to do so;
- There is a separate procedure for dealing with parental concerns which fall short of a formal complaint;
- All those involved in handling a complaint make every effort to resolve matters quickly and amicably;
- Response to complaints will be made within a reasonable period of time, and where necessary appropriate action will be taken.

1. Raising concerns informally

- 1.1 Parents/ guardians are advised to raise their concern initially on an informal basis by contacting the relevant member of staff.
- 1.2 This can be done by telephone, email or letter
- 1.3 In the vast majority of cases, it is anticipated that, initially at least, the relevant member of staff will be the pupil's Form Tutor or Head of Year.

Head of Y7 & 8 - Mrs C Drinkwater
Head of Year 9 &10 Miss B Hockwart
Head of year 11 Miss S Hughes

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- 1.4 Where parents/guardians do not believe that the matter is suitable for informal resolution or they are not satisfied with the response to the informal complaint, they should inform the Head teacher verbally or in writing. This provision will typically apply Parents/ guardians should note that, where the Head Teacher is the subject of the complaint, a separate procedure applies, details of which can be found in paragraphs 4 below

2. Investigating Complaints

- 2.1 As soon as possible after the complaint has been lodged, a senior member of staff appointed by the Head Teacher will contact the parents/ guardian concerned. The purpose of this contact is to make initial response and to explain how school intends to investigate the matter, how long the investigation is likely to take and when to expect a response. Where in the course of an investigation it

becomes clear that this date is likely to be exceeded, the parent/guardian will be informed of a new response date.

- 2.2 At the end of the investigation, the parent/ guardian will be informed in writing of the outcome. This will include the conclusion reached, the reasons for it and any action taken or proposed.
- 2.3 It is school policy that complaints made by parents/ guardians will not adversely affect their daughter's interests.
- 2.4 School hopes that a parent/ guardian making a complaint will be satisfied with the outcome. Certainly, it will make every reasonable effort to ensure that each complaint is fully and properly investigated and that the issues raised are considered in a fair and professional manner.
- 2.5 However, where the parents/ guardian still dissatisfied with the outcome of an investigation or the manner in which the complaint was handled by the school, they should put their complaint in writing to the Chair of the School Trust Committee (Convener) at the following address:

Mr F Zaheer

Hartley Hall
Alexandra Road South
Whalley Range
Manchester
M16 8NH

- 2.6 It is particularly important that the parents/ guardians state as clearly and fully as possible the reasons why they wish a panel to hear a complaint.
 - 2.7 Upon receipt of a request for a panel hearing, the chair of Trustees will convene a panel to hear the complaint **within 10 working days** of receiving the complaint.
- 3. The Panel**
- 3.1 The panel formed in paragraph 6 will consist of **at least three people**. Parents will be notified of the names of the panel members. None of the panel members will have been directly involved either in the matters detailed in the complaint or its investigation and adjudication prior to this point. Further, at least one will be independent of the management and running of the school.
 - 3.2 The appeal panel will have access to all relevant documentations.
 - 3.3 The parents/guardians will be invited to attend the panel hearing. They will also be invited to produce documentation to be circulated in advance to panel members. In addition, the parents/ guardians will be invited to bring a friend or a relative (should they wish to do so), not a legal representative to the panel hearing. The panel will make the final decision in respect of the complaint. A copy of any findings and recommendations will be provided to the complainant **within five working days** from the date of the hearing, and where relevant, the person complained about, and is available for inspection on the school premises by the proprietor and the Head Teacher.
- 4. Complaints against the Head Teacher**
- 4.1 Where the Head Teacher is the subject of the complaint, the matter should be referred directly and in writing to the **School Convener**. The Trust Office will then contact the parents/ guardians in order to explain how the complaint will be

investigated, how long an investigation is likely to take and when they might expect a final response.

- 4.2 Where the Trustees believe that the complaint merits it, they will appoint a person to investigate the complaint and report his/ her findings to them. After considering this report, the Trustees will then write to the parents/ guardians **within five working days**. This letter will include the conclusion reached, the reasons for it and any action taken or proposed.

5. **Disciplinary action taken against staff**

- 5.1 It may be the case that, as a result of a complaint made by a parent/guardian, disciplinary action may be taken against a member of staff employed at the Manchester Islamic High School for Girls.
- 5.2 Where this occurs, any such action will be taken in accordance with the official staff Discipline and Dismissal Policy and handled confidentially within school.

6. **Confidentiality**

- 6.1 Subject to paragraph 6 and 7 below, any complaint or concern, viewpoint, etc. raised by parents/ guardians will be treated as confidential.
- 6.2 Knowledge of the complaint will be restricted to those who, for various reasons, need to know about it. This will include the Head Teacher, the member(s) of staff investigating the complaint and any other member of staff otherwise involved. In addition, there are circumstances where the Trustees of MIHSG may be informed.
- 6.3 On occasion, however, it may be necessary to inform third parties of the complaint and, possibly, the identities of those involved. The most obvious example of this is where an investigation suggests that a criminal offence has taken place. In such circumstances, school would cease its investigation and refer the matter to the relevant external agencies.

7. **Written records**

- 7.1 In order to comply with school's obligations under standard 7 33(k) of the Education (Independent School Standards) (England) Regulations 2005 (as amended), a written record will be kept of all complaints, including whether they were resolved at the preliminary stage, or whether they proceeded to a panel hearing, and recorded any action taken by the school as a result of those complaints (regardless of whether they were upheld)
- 7.2 Written records will be treated as confidential and processed in accordance with School's data protection policy. This does not apply to the requirement of the school to provide parents and other interested parties with information about the number of complaints registered under the formal procedure during the preceding year, nor to inspectors conducting inspections under section 109 of the Education and Skills Act 2008, or to the Secretary of State, should they ask for access to such records.

Reviewed June 2018- MM