

 P.L.A. Membership No. 202255

 Registered Charity No. 1185961

Kingsnorth Recreation Centre, Field View

Kingsnorth, Ashford, Kent TN23 3NZ

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**Manager: Mrs Donna White**

**Making a complaint**

**Policy statement**

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. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

**Procedures**

We are required to keep a written record of any complaints (folder kept in office) that reach stage two and above, and their outcome. This is made available to parents, as well as to Ofsted inspectors on request.

*Making a complaint*

Stage 1

* Any parent who has a concern about an aspect of the setting's provision talks over, first of all, his/her concerns with the setting Manager.
* 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 the management team.
* We store written complaints from parents in our complaints file. However, if the complaint involves a detailed investigation, we may 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.
* Parents are informed of the outcome of the investigation within 28 days of making the complaint in our summary log.
* When the complaint is resolved at this stage, the summative points are logged in our summary log.

Stage 3

* If the parent is not satisfied with the outcome of the investigation, he or she requests a meeting with the Manager and the chair. The parent may have a friend or partner present if they prefer and the Manager should have the support of the management team.
* 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.

Stage 4

* If at the stage three meeting the parent and setting cannot reach agreement, an external mediator maybe 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 discussions confidential. He/she can hold separate meetings with the setting personnel Manager and chair 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 he/she gives.

Stage 5

* When the mediator has concluded her/his investigations, a final meeting between the parent, the Manger and the chair, 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.
* If the complaint is made towards the Manger, 2 members of the Board of Trustees will undertake any investigations at any stage.

*The role of the Office for Standards in Education, Children’s Services and Skills (Ofsted), the Local*

*Safeguarding Children Board or local safeguarding partners and the Information Commissioner’s Office.*

* 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 Safeguarding and Welfare Requirements of the Early Years Foundation Stage are adhered to.
* The number to call Ofsted with regard to a complaint is: 0300 1231231
* These details are displayed on our setting's notice board.
* If a child appears to be at risk, we follow the procedures of the Local Safeguarding Children Board.
* In these cases, both the parent and setting are informed and the Manger 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, or the children 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 our summary log, which is available for parents and Ofsted inspectors on request.

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| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |