

	<p>Carlton Gardens Primary School</p> <p>COMPLAINTS POLICY</p>	<p>Authorisation March 2022 Review 2024</p>
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Purpose:

The purpose of this policy is to:

- Provide an outline of the complaints process at Carlton Gardens Primary School so that students, parents and members of the community are informed of how they can raise complaints or concerns about issues arising at our school.
- Ensure that all complaints and concerns regarding Carlton Gardens Primary School are managed in a timely, effective, fair and respectful manner.

Scope:

This policy relates to complaints brought by students, parents, carers, or members of our school community and applies to all matters relating to our school.

In some limited instances, we may need to refer a complainant to another policy or area if there are different processes in place to manage the issue including:

- Complaints and concerns relating to fraud and corruption will be managed in accordance with the department’s Fraud and Corruption Policy
- Criminal matters will be referred to Victorian Police
- Legal claims will be referred to the Department’s Legal Division
- Complaints and concerns relating to child abuse will be managed in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures (see school website)

Policy:

Complaints and concerns process for students

Carlton Gardens Primary School acknowledges that issues or concerns can cause stress or worry for students and impact their wellbeing and learning. We encourage our students to raise issues or concerns as they arise so that we can work together to resolve them.

Students with a concern or complaint can raise them with a trusted adult at school, for example, with their classroom teacher, the Wellbeing staff or a member of the leadership team. This person will take student concerns or complaints seriously and will explain to the student what steps will be taken to try to resolve the issue and support them.

Students can also ask their parent, carer or another trusted adult outside of the school, to talk to us about the issue instead. Information about our parent/carer complaints and concerns process is outlined further below. The parent/carer process also applies to students who are mature minors.

Other ways you can raise a concern or complaint with us include:

- talking to a member of the student representative council about your concern and any suggestions you have for resolving it,
- participating in our Attitudes to School Survey (for Grades 4-6). Further information and resources to support students to raise issues or concerns are available at:
- Report Racism Hotline (call 1800 722 476) – this hotline enables students to report concerns relating to racism or religious discrimination
- Reach Out
- Headspace
- Kids Helpline (call 1800 55 1800)

- Victorian Aboriginal Education Association (VAEAI)

Complaints and concerns process for parents, carers and community members

Preparation for raising a concern or complaint

Carlton Gardens Primary School encourages parents, carers or members of the community who may wish to submit a complaint to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the Department and Carlton Gardens Primary School (see “Further Information and Resources” section below).

Support person

You are welcome to have a support person to assist you in raising a complaint or concern with our school. Please advise us if you wish to have a support person to assist you, and provide their name, contact details, and their relationship to you.

Raising a concern

Carlton Gardens Primary School is always happy to discuss with parents/carers and community members any concerns that they may have. Concerns in the first instance should be directed to your child’s teacher. Where possible, school staff will work with you to ensure that your concerns are appropriately addressed.

Making a complaint

Where concerns cannot be resolved in this way, parents or community members may wish to make a formal complaint to the Principal or Assistant Principal, noting that formal complaints should be directed to a member of the school’s leadership team.

If you would like to make a formal complaint, in most cases, depending on the nature of the complaint raised, our school will first seek to understand the issues and will then convene a resolution meeting with the aim of resolving the complaint together. The following process will apply:

1. **Complaint received:** Please either email, telephone or arrange a meeting through the front office with the Assistant Principal or Principal, to outline your complaint so that we can fully understand what the issues are. We can discuss your complaint in a way that is convenient for you, whether in writing, in person or over the phone.
2. **Information gathering:** Depending on the issues raised in the complaint, the Principal, Assistant Principal or nominee may need to gather further information to properly understand the situation. This process may also involve speaking to others to obtain details about the situation or the concerns raised.
3. **Response:** Where possible, a resolution meeting will be arranged with the Assistant Principal/Principal to discuss the complaint with the objective of reaching a resolution satisfactory to all parties. If after the resolution meeting we are unable to resolve the complaint together, we will work with you to produce a written summary of the complaint in the event you would like to take further action about it. In some circumstances, the Principal may determine that a resolution meeting would not be appropriate. In this situation, a response to the complaint will be provided in writing.
4. **Timelines:** Carlton Gardens Primary School will acknowledge receipt of your complaint as soon as possible usually within three school days and will seek to resolve complaints in a timely manner. Depending on the complexity of the complaint, our school may

need some time to gather enough information to fully understand the circumstances of your complaint. We will endeavour to complete any necessary information gathering and hold a resolution meeting where appropriate within 10 working days of the complaint being raised. In situations where further time is required, the school will consult with you and discuss any interim solutions to the dispute that can be put in place.

5. Please note that unreasonable conduct (e.g. vexatious complaints) may need to be managed differently to the procedures in this policy.

Resolution

Where appropriate, Carlton Gardens may seek to resolve a complaint by:

- an apology or expression of regret
- a change of decision
- a change of policy, procedure or practice
- offering the opportunity for student counselling or other support
- other actions consistent with school values that are intended to support the student, parent and school relationship, engagement, and participation in the school community.

In some circumstances, Carlton Gardens may also ask you to attend a meeting with an independent third party, or participate in a mediation with an accredited mediator to assist in the resolution of the dispute.

Escalation

If you are not satisfied that your complaint has been resolved by the school, or if your complaint is about the Principal and you do not want to raise it directly with them, then the complaint should be referred to the South West Region by contacting 1300 333 232 swr@education.vic.gov.au

Carlton Gardens may also refer a complaint to South West Region if we believe that we have done all we can to address the complaint.

For more information about the Department's parent complaints process, including the role of the Regional Office, please see: [Raise a complaint or concern about your school.](#)

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Hard copy available from school administration upon request

Further Information and Resources

The Department's Policy and Advisory Library (PAL):

- [Complaints - Parents](#)

The Department's parents website:

- [Raise a complaint or concern about your school](#)

Policy review and approval

Policy last reviewed	March 2022
Consultation	School Council
Approved by	Tina McDougall - Principal
Next scheduled review date	March 2024