



Growing together,
Learning forever!

Complaints Policy

PURPOSE

The purpose of this policy is to:

- provide an outline of the complaints process at Lockwood South Primary School so that 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 regarding Lockwood South Primary School are managed in a timely, effective, fair and respectful manner.

SCOPE

This policy relates to complaints brought by parents, carers, students or members of our school community and applies to all matters relating to our school. In some limited instances, we may need to refer the complainant to another Department of Education and Training process where there are different mechanisms in place to review certain decisions, for example, expulsion appeals.

POLICY

Lockwood South Primary School welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning.

We value and encourage open and positive relationships with our school community. We understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

When addressing a complaint, it is expected that all parties will:

- be considerate of each other's views and respect each other's role
- be focused on resolution of the complaint, with the interests of the student involved at the centre
- act in good faith and cooperation
- behave with respect and courtesy
- respect the privacy and confidentiality of those involved, as appropriate
- operate within and seek reasonable resolutions that comply with any applicable legislation and Department policy.
- recognise that schools and the Department may be subject to legal constraints on their ability to act or disclose information in some circumstances.

Preparation for raising a concern or complaint

Lockwood South 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 on the school website

Support person

You are welcome to have a support person to assist you in raising a complaint 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.

Complaint's process

Lockwood South Primary School is always happy to discuss with parents/carers and community members any concerns that they may have. In the first instance, as soon as possible after an issue or complaint occurs, contact should be made to the school. The complainant should telephone or write to:

- The principal about issues relating to staff members or complex student issues;
- The student's teacher about learning issues and incidents that happened in the class or group, of a relatively minor nature;
- The principal, if students from more than one class are involved;
- The principal if the issue is emotive and there is a risk of escalated behaviour or conduct that may impact on staff wellbeing;
- The principal about issues relating to school policy or school management.

Where possible, school staff will work with you to ensure that your concerns are appropriately addressed. **If you are not sure who to contact, call the Principal on [\(03\) 5435 3293](tel:0354353293)**

Lockwood South Primary School will record the following details of all complaints received, even if the complaint appears to be minor:

- Name and contact details of the person with a concern or complaint
- The date the concern was expressed or complaint made
- The form in which the concern or complaint was received
- A brief description of the concern or complaint
- Any recommendations for future improvement in the school's policy or procedures.

However, in the first instance, if the complaint is likely to be easily resolved through a telephone call, an email or a brief discussion, then a note in the Principal's diary to record the issue and the resolution may be all that is required.

The resolution or outcome for the complaint will be communicated to the parent within the agreed time frame.

If a concern or complaint is substantiated in whole or part, Lockwood South Primary School will seek to provide a suitable resolution.

Where concerns cannot be resolved in this way, parents or community members may wish to make a formal complaint to the Principal.

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 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, 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 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 where appropriate within **10** working days of the complaint being raised. In situations where further time is required, Lockwood South Primary School will consult with you and discuss any interim solutions to the dispute that can be put in place.

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

Resolution

Where appropriate, Lockwood South Primary School 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, Lockwood South Primary School 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 **North West Victoria Region**

Department of Education and Training

7-15 McLaren Street, Bendigo VIC 3550

by contacting [1300 338 691](tel:1300338691)

Lockwood South Primary School may also refer a complaint to **North West Victoria 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	08/03/2022
Approved by	Principal
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