

# COMPLAINTS POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

**Phone:** 03 9429 2950

**Email:** [richmond.west.ps@education.vic.gov.au](mailto:richmond.west.ps@education.vic.gov.au)

## PURPOSE

The purpose of this policy is to:

- provide an outline of the complaints process at Richmond West 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 Richmond West Primary School are managed in a timely, effective, fair and respectful manner.

The school's approach to handling concerns and complaints is based on our values of:

- providing a safe and supportive learning environment
- building relationships between students, parents and staff
- providing a safe working environment for staff.

## 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

## POLICY IMPLEMENTATION

Richmond West 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

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- 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.

The school will develop its procedures to address concerns and complaints in collaboration with parents and the school community. See flow chart (Appendices 1 & 2)

## Complaints and concerns process for students

Richmond West Primary School acknowledges that issues or concerns can cause stress or worry for students and impact their wellbeing and learning. Richmond West Primary School encourages 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 principal or Education Support (ES) staff. This person will take your concern or complaint seriously and will explain to you what steps we can take to try to resolve the issue and support you.

Students can also ask a 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.

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

- talking to another student about your concern and any suggestions you have for resolving it
- participating in student forums and 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

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

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- 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 Richmond West 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

Richmond West 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, and/or the principal. 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 relevant regional DET staff.

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, 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 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:** Richmond West Primary School will acknowledge receipt of your complaint as soon as possible (usually within two school days) and will seek to resolve complaints in a timely manner. Depending on the complexity of the complaint, Richmond West Primary 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, Richmond West 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, Richmond West 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, Richmond West 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 Western Region by contacting the department's regional offices on [1800 338 663](tel:1800338663) or email [enquiries@education.vic.gov.au](mailto:enquiries@education.vic.gov.au)

Richmond West Primary School may also refer a complaint to North Western 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.](#)

## Record keeping and other requirements

To meet Department and legal requirements, our school must keep written records of:

- Serious, substantial or unusual complaints
- Complaints relating to the Child Information Sharing Scheme and Family Violence Information Sharing Scheme, to meet regulatory requirements - refer to Child and Family Violence Information Sharing Schemes for further information

Our school also follows Department policy to ensure that record-keeping, reporting, privacy and employment law obligations are met when responding to complaints or concerns.

## COMMUNICATION

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

- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- School newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

### Related School Policies/Documents:

This policy should be read in conjunction with the following school policies:

- Child Safe Code of Conduct and Statement of Commitment
- Child Safety and Wellbeing Policy
- Child Safe Responding and Reporting Obligations Policy and Processes
- Digital Learning Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Yard Duty and Supervision Policy

### Related Department of Education and Training policies

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

#### [Complaints - Parents](#)

The Department's parents' website:

- [Raise a complaint or concern about your school](#)
- [Report racism or religious discrimination in schools](#)

Appendix 1 - Parents' Guide Flowchart

Appendix 2 - Staff Guide Flowchart

## POLICY REVIEW AND APPROVAL

This policy will be reviewed every two years, or earlier as required following an incident or analysis of new research or school data relating to bullying.

Data to inform this review will be collected through:

- discussion and consultation with students and parent/carers
- regular student bullying surveys
- regular staff surveys
- assessment of other school-based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented

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- Attitudes to School Survey
- Parent Opinion Survey

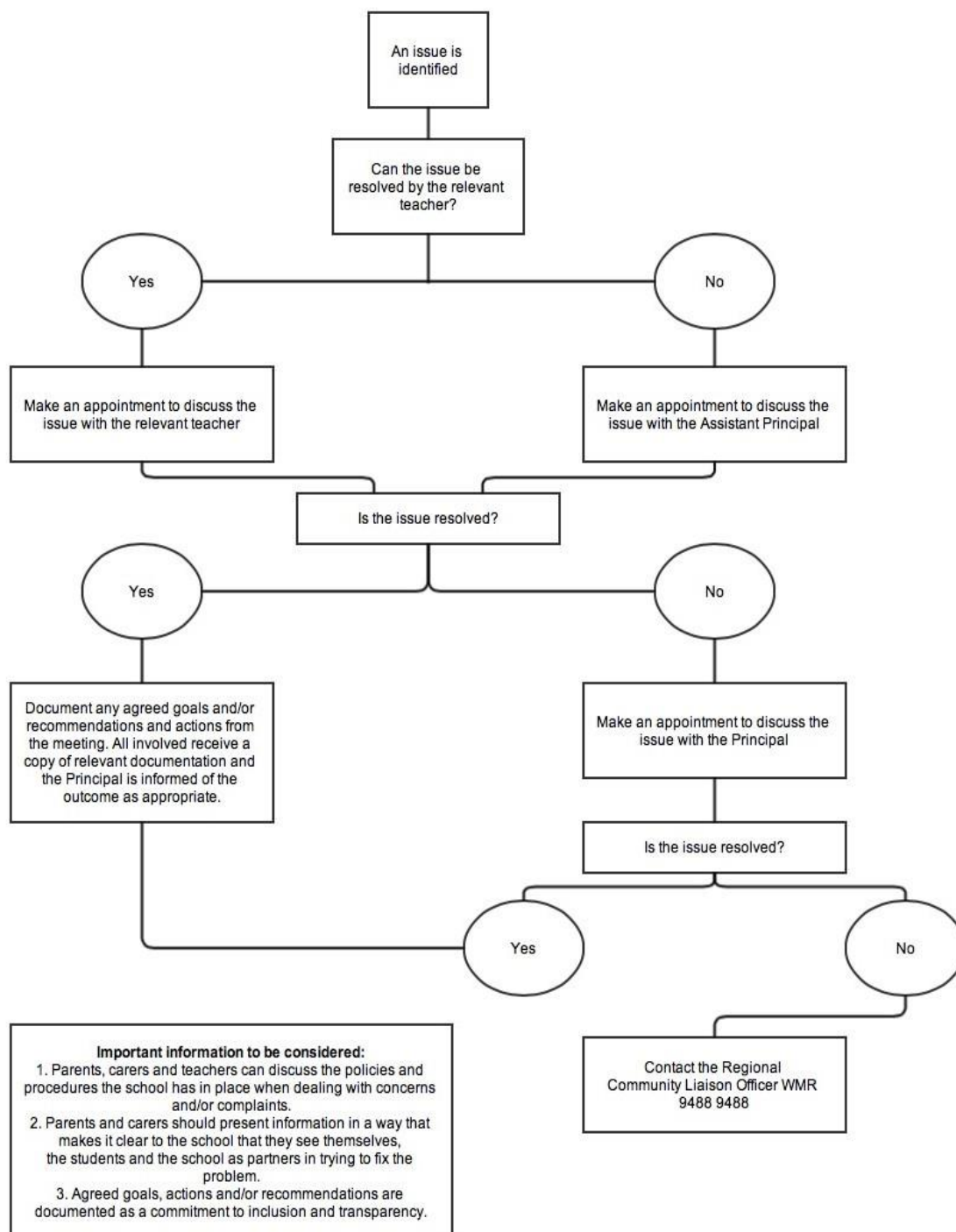
Proposed amendments to this policy will be discussed with students, staff and parents and in consultation with School Council.

Policy last reviewed	August 2022
Approved by	Principal
Consultation (Recommended)	School staff/School Council August 2022
Next scheduled review date	August 2024

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## Appendix 1

### A parents and carers guide to managing concerns and complaints at Richmond West Primary School



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## Appendix 2

### A staff guide to managing concerns and complaints at Richmond West Primary School

