



COMPLAINTS PROCEDURE

June 2026

Title: **Flexible Working Policy**

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Approved by: [Proprietor Body / Local Governing Committee / Principal]

Date	Section Amended	Signature
March 2025	New policy	R Porter
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1. Complaints Procedure

The Avenue strives to ensure that its pupils are healthy, happy and safe, so they are able to achieve their full potential. We recognise that parents, guardians or carers play an important part in making this happen. Cooperation between parents, staff and Governors leads to a shared sense of purpose and a good atmosphere across the school.

Our aim is to deal with issues and concerns before they become a 'complaint'. However, there is a clear protocol to follow if necessary and the steps to follow are outlined in this document.

2. The Rules of Natural Justice

Simply put, the rules of natural justice relate to fairness. The Avenue will ensure that all concerns, difficulties or complaints are dealt with in accordance with the following principles:

- All parties will be provided with all information and documentation pertinent to the matters raised;
- All parties will be given the opportunity to prepare and present their case and respond to the other parties involved;
- All persons investigating and making decisions in relation to the matters raised will be impartial and will do so without bias (or apparent bias) to any party involved;
- All decisions made will be made on a balanced and considered assessment of the information before him or her only;
- All decisions made will be based upon logical conclusions, and not based on mere speculation or suspicion;
- All decisions made will be supported by detailed reasons which will be disclosed to all parties involved.

3. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Freedom of Information Act 2000
- Education Act 2002
- Equality Act 2010
- Part 7 of The Education (Independent School Standards) Regulations 2014
- Immigration Act 2016
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

- HM Government (2016) 'Code of Practice on the English language requirement for public sector workers'
- ESFA (2021) 'Best practice guidance for academies complaints procedures'
- ESFA (2022) 'Academy trust handbook 2022'

4. Equality Act 2010

We will deal with concerns, difficulties and complaints in accordance with its duty under the Equality Act 2010 to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between those who share a relevant protected characteristic and those who do not, by having regard to the need to:
- Remove or minimise disadvantages connected to a relevant protected characteristic; and
- Take steps to meet the different needs of those sharing a relevant protected characteristic; and encourage those who share a relevant protected characteristic to participate in Academy life and activities in which participation is disproportionately low;
- Foster good relations between those who share a relevant protected characteristic and those who do not, by having regard to the need to:
- tackle prejudice; and promote understanding;

"Relevant protected characteristics" includes sex, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and (in the case of persons who are not students) age.

In addition, we will comply with our duty to make the following reasonable adjustments for persons with a disability:

- Where a provision, criterion or practice places a disabled person at a substantial disadvantage compared to person who is not disabled, reasonable steps must be taken to avoid that disadvantage;
- Where a disabled person would, but for the provision of an auxiliary aid, be placed at a substantial disadvantage compared with a person who is not disabled, reasonable steps must be taken to provide the auxiliary aid.

5. Scope of this Complaints Procedure

This procedure covers all complaints about any provision of community facilities or services by The Avenue, other than complaints that are dealt with under other statutory procedures, including those listed below.

Exceptions	Who to contact
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· Admissions	Concerns about admissions should be handled through a separate process – either through the appeals process or via the relevant local authority.
· Statutory assessments of Special Educational Needs	Concerns about statutory assessments of Special Educational Needs, or academy re-organisation proposals should be raised with the relevant local authority.

· Matters likely to require a Child Protection Investigation	Complaints about child protection matters are handled under our child protection and safeguarding policy and in accordance with relevant statutory guidance. If you have serious concerns, you may wish to contact the local authority designated officer (LADO) who has local responsibility for safeguarding or the Multi-Agency Safeguarding Hub (MASH).
· Exclusion of children from the Academy *	Further information about raising concerns about exclusion can be found at: www.gov.uk/school-discipline-exclusions/exclusions. <i>*Complaints about the application of the behaviour policy can be made through the academy's complaints procedure.</i>
· Whistleblowing	We have an internal whistleblowing procedure for all our employees, including temporary staff and contractors. The Secretary of State for Education is the prescribed person for matters relating to education for whistle blowers in education who do not want to raise matters direct with their employer. Referrals can be made at: www.education.gov.uk/contactus. Volunteer staff who have concerns about our academy should complain through the Trust complaints procedure. You may also be able to complain direct to the LA or the Department for Education (see link above), depending on the substance of your complaint.
· Staff grievances	Complaints from staff will be dealt with under the internal grievance procedures.

Staff conduct	Complaints about staff will be dealt with under the disciplinary procedures, if appropriate. Complainants will not be informed of any disciplinary action taken against a staff member as a result of a complaint. However, the complainant will be notified that the matter is being addressed.
Complaints about services provided by other providers who may use academy premises or facilities	1. We will ensure any third-party supplier using school premises or facilities to offer community facilities or services has its own complaints procedures in place and such complaints do not fall within the scope of this policy.
Data Protection Complaints	Data protection complaints are handled under a separate statutory procedure (see Section 5A of this policy). Data protection complaints should be made to The Avenue's Data Protection Officer (DPO) at [email/phone]. If dissatisfied with the outcome, complainants can escalate to the Information Commissioner's Office (ICO): www.ico.org.uk
National Curriculum - content	Please contact the Department for Education at: www.education.gov.uk/contactus

If other bodies are investigating aspects of the complaint, for example the police, local authority (LA) safeguarding teams or Tribunals, this may impact on our ability to adhere to the timescales within this procedure or result in the procedure being suspended until those public bodies have completed their investigations.

If a complainant commences legal action against the Academy in relation to their complaint, we will consider whether to suspend the complaints procedure in relation to their complaint until those legal proceedings have concluded.

5A. Data Protection Complaints

Statutory Requirements (Effective June 2026)

From June 2026, The Avenue is required to have clear arrangements for handling data protection complaints in accordance with the Data Protection Act 2018.

What is a Data Protection Complaint?

A data protection complaint is a concern or complaint about how The Avenue processes, stores, shares, or protects personal data. This includes complaints about:

- Unlawful or unfair processing of personal data
- Failure to respond to a subject access request (SAR) within statutory timescales
- Inaccurate or incomplete personal data held by the school

- Failure to delete or rectify personal data when requested
- Sharing personal data without appropriate consent or legal basis
- Data breaches or security incidents
- Failure to comply with data protection rights (e.g., right to erasure, right to object)

How to Make a Data Protection Complaint

Data protection complaints should be made to:

The Avenue's Data Protection Officer (DPO)

Email: office@theavenue.btsa.org

Address: Rookery Lane, Trent Vale, Stoke-on-Trent, ST4 5NS

Telephone: 01782 354585

Complaints can be made:

- In writing (letter or email)
- By telephone
- In person

For ease of use, a template data protection complaint form is available on request from the school office or can be downloaded from the school website.

Data Protection Complaints Procedure

Data protection complaints will be handled separately from the general complaints procedure outlined in this policy, in accordance with the following statutory timescales:

Step 1: Acknowledgement (Within 30 Days)

The DPO will acknowledge receipt of your data protection complaint **within 30 days** of receiving it.

The acknowledgement will:

- Confirm receipt of the complaint
- Provide the name and contact details of the person investigating the complaint (usually the DPO)
- Explain the next steps in the process
- Provide an estimated timescale for the investigation

Step 2: Investigation (Without Undue Delay)

The DPO will investigate the complaint **without undue delay**. This means the investigation will begin as soon as reasonably practicable and will be completed as quickly as possible.

The investigation will:

- Establish the facts of the complaint
- Review relevant records, policies, and procedures
- Interview relevant staff members where appropriate
- Assess whether The Avenue has complied with data protection legislation
- Identify any breaches of data protection law
- Determine appropriate remedial action

Timescale: The DPO will aim to complete the investigation within **30 days** of acknowledging the complaint. If the investigation is complex and requires more time, the DPO will:

- Inform the complainant of the delay
- Provide a revised timescale
- Explain the reasons for the delay

Step 3: Outcome (Communicated Promptly)

The DPO will communicate the outcome of the investigation to the complainant **promptly** following completion of the investigation.

The outcome letter will:

- Explain the findings of the investigation
- State whether the complaint is upheld (in whole or in part) or not upheld
- Explain the reasons for the decision
- Detail any remedial action that will be taken (e.g., policy changes, staff training, data deletion)

- Provide information about the complainant's right to escalate the complaint to the Information Commissioner's Office (ICO) if they remain dissatisfied
- Include ICO contact details

Timescale: The outcome will be communicated **within 10 school days** of completing the investigation.

Escalation to the Information Commissioner's Office (ICO)

If the complainant is dissatisfied with the outcome of The Avenue's investigation, they have the right to complain to the **Information Commissioner's Office (ICO)**.

The ICO is the UK's independent authority for upholding information rights and data protection.

Contact details:

Information Commissioner's Office (ICO)

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

Online reporting: www.ico.org.uk/make-a-complaint

The ICO recommends that complainants attempt to resolve their complaint with The Avenue before contacting them, but this is not a requirement.

Data Protection Complaints - Summary of Timescales

Stage	Timescale	Responsible Person
Acknowledgement	Within 30 days of receipt	Data Protection Officer (DPO)
Investigation	Without undue delay (aim for 30 days)	Data Protection Officer (DPO)
Outcome communicated	Promptly (within 10 school days of completing investigation)	Data Protection Officer (DPO)

Records of Data Protection Complaints

The DPO will maintain a confidential record of all data protection complaints, including:

- Date complaint received
- Nature of complaint
- Date acknowledgement sent
- Investigation findings
- Outcome and remedial action taken
- Date outcome communicated
- Whether complaint was escalated to ICO

Records will be retained in accordance with The Avenue's Data Protection Policy and Records Management Policy.

Monitoring and Review

The DPO will report data protection complaints to the Principal and Governing Body on a termly basis, including:

- Number and nature of complaints received
- Outcomes of investigations
- Any patterns or trends identified
- Remedial actions taken
- Recommendations for policy or procedure changes

This information will be used to improve The Avenue's data protection practices and ensure ongoing compliance with data protection legislation.

6. Who can make a complaint?

This complaints procedure is not limited to parents or carers of children that are registered at one of the Avenue

Any person, including members of the public, may make a complaint to the Avenue about any provision of facilities or services that we provide. Unless complaints are dealt with under separate statutory procedures (such as appeals relating to exclusions or admissions), we will use this complaints procedure.

Data Protection Complaints

Data protection complaints can be made by:

- Parents/carers about their own personal data or their child's personal data
- Pupils (or their representatives) about their own personal data
- Staff members about their own personal data
- Any individual whose personal data is processed by The Avenue

7. Definitions

For the purpose of this policy, a **concern** may be defined as 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought'.

A **complaint** may be defined as 'an expression of dissatisfaction however made, about actions taken or a perceived lack of action'. Complaints can be resolved formally or informally.

It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaints procedure. The Avenue takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, and similarly if the member of staff directly involved feels unable to deal with a concern, we will refer you to another staff member. The member of staff may be more senior but does not have to be. The ability to consider the concern objectively and impartially is more important.

We understand however, that there are occasions when people would like to raise their concerns formally. In this case, we will attempt to resolve the issue internally, through the stages outlined within this complaints procedure.

Data Protection Complaint: A data protection complaint is a complaint about how The Avenue processes, stores, shares, or protects personal data, or a complaint that The Avenue has failed to comply with an individual's data protection rights under the UK GDPR and Data Protection Act 2018.

8. How to raise a concern or make a complaint

A concern or complaint can be made in person, in writing or by telephone. They may also be made by a third party acting on behalf of a complainant, as long as they have appropriate consent to do so.

Complaints against school staff (except the Principal) should be made in the first instance, to the Principal via the school office. Please mark them as Private and Confidential.

Complaints that involve or are about the Principal should be addressed to the Chair of Governors, via the school office. Please mark them as Private and Confidential.

For ease of use, a template complaint form is included at the end of this procedure (**Appendix 1**). If you require help in completing the form, please contact the school office. You can also ask third party organisations like the Citizens Advice to help you.

In accordance with equality law, we will consider making reasonable adjustments if required, to enable complainants to access and complete this complaints procedure. For instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.

9. Anonymous complaints

We will not normally investigate anonymous complaints. However, the Principal or Chair of Governors, if appropriate, will determine whether the complaint warrants an investigation.

10. Timescales

Complaints are expected to be made as soon as possible after an incident arises to amend the issue in an appropriate timescale. The school upholds a **three-month** time limit in which a complaint can be lodged regarding an incident. Complaints made outside this time limit will be considered in exceptional circumstances. In the case of any timescales changing, all parties involved will be informed of the changes in a timely manner..

11. Complaints received outside of term time

We will consider complaints made outside of term time to have been received on the first school day after the holiday period.

12. Resolving Complaints

At each stage in the procedure, The Avenue wants to resolve the complaint. If appropriate, we will acknowledge that the complaint is upheld in whole or in part. In addition, we may offer one or more of the following:

- An explanation that, following investigation, the evidence does not substantiate the concern.
- An explanation that there is insufficient evidence and thus the complaint cannot be upheld;
- * An admission that the situation could have been handled differently or better;
- An assurance that we will try to ensure that the event complained of will not recur;
- An explanation of the steps that have been or will be taken to help ensure that it will not happen again and an indication of the timescales within which any changes will be made (details of disciplinary procedures that have taken place as a result of the complaint will not be shared).
- An undertaking to review school policy or procedure in light of the complaint;
- An apology;

* An acknowledgement that the school could have handled the situation better is not the same as an admission of unlawful or negligent action.

13. Withdrawal of a complaint

Where a complainant wishes to withdraw their complaint, the school will ask them to confirm this in writing.

If despite the complaint having been withdrawn, the school will still take the complainant's voice seriously and attempt to avoid causing similar distress to others in the future. The school will not under any circumstances ask, or pressure an individual, to withdraw a complaint.

14. Acceptable Behaviour

Whilst the Avenue recognises that the process of raising a concern or complaint can be very stressful we will not tolerate aggressive, violent, abusive or anti-social behaviour towards anyone on the school site. Parents and members of the public are required to behave in a polite and courteous manner. School staff are expected to behave in a courteous and professional manner when dealing with parents and members of the public at all times.

15. Persistent or Vexatious Complaints / Harassment

If, despite all stages of this procedure being followed, the complainant remains dissatisfied, they are not entitled to reopen the same issue. In such cases action may be taken in accordance with the school's Dealing with Persistent or Vexatious Complaints / Harassment Policy

16. Investigating Complaints

The person investigating the complaint will:

- Establish what has happened so far and who has been involved.
- Clarify the nature of the complaint and what remains unresolved.
- Meet with the complainant or contact them if further information is required.
- Clarify what the complainant feels would put things right.
- Conduct any interviews with an open mind and be prepared to persist in the questioning.
- Complete all necessary notes.

17. Records of Complaints

A confidential written record will be kept of all complaints and any action taken by the school as a result of the complaint, regardless of whether they were upheld, resolved at the informal stage or proceeded to a panel hearing.

Records of complaints will be available for inspection on the premises by the proprietor and the Principal.

Findings and recommendations of any panel hearings will also be available for inspection on the premises by the proprietor and the Principal.

The Avenue will retain records of complaints and related documents in line with the Data Protection Policy and Records Management Policy. Personal data will only be kept for as long as necessary.

Correspondence, statements and records relating to individual complaints are kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Education and Skills Act requests access to them.

Data Protection Complaints

Records of data protection complaints will be maintained separately by the Data Protection Officer in accordance with Section 5A of this policy.

18. Review of Complaints

The governing body will monitor the level and nature of complaints and review the outcomes on a regular basis to ensure the effectiveness of the procedure and make changes where necessary. The Principal will report any official complaints in the Principal's Report to the governing body. As well as addressing an individual's complaint, the process of listening to and resolving complaints will contribute to school improvement. When individual complaints are heard the governing body may identify underlying issues that need to be addressed. The monitoring and review of complaints by the school and the governing body will be a useful tool in evaluating the school's performance.

Stage 1 - Informal complaints

It is to be hoped that most concerns can be expressed and resolved on an informal basis.

Concerns should be raised with either the **class teacher, Senior Leader or Principal**. Complainants should not approach individual governors to raise concerns or complaints. They have no power to act on an individual basis and it may also prevent them from considering complaints at **Stage 3** of the procedure.

At the conclusion of their investigation, the appropriate person investigating the complaint will provide an informal written response **within 10 school days** of the date of receipt of the complaint.

If the issue remains unresolved, the next step is to make a **formal complaint**.

Stage 2 - Formal complaints

Formal complaints must be made to the **Principal** (unless they are about the Principal), via the school office. This may be done in person, in writing (preferably on the Complaint Form), unless the complainant has a sufficient reason to request a reasonable adjustment be made to amend this.

The Principal will record the date the complaint is received and will acknowledge receipt of the complaint in writing (either by letter or email) **within 5 school days**.

Within this response, the Principal will seek to clarify the nature of the complaint, ask what remains unresolved and what outcome the complainant would like to see. The Principal can consider whether a face to face meeting is the most appropriate way of doing this.

Note: The Principal may delegate the investigation to another member of the school's senior leadership team but not the decision to be taken.

During the investigation, the Principal (or investigator) will:

- if necessary, interview those involved in the matter and/or those complained of, allowing them to be accompanied if they wish
- keep a written record of any meetings/interviews in relation to their investigation.

At the conclusion of their investigation, the Principal will provide a formal written response **within 10 school days** of the date of receipt of the complaint.

Where the situation is recognised as complex, and it is deemed to be unable to be resolved within this timescale, the Principal will provide the complainant with an update and revised response date.

The response will detail any actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of the actions that will be taken to resolve the complaint.

The Principal will advise the complainant of how to escalate their complaint should they remain dissatisfied with the outcome of **Stage 2**.

If the complaint is about the * Principal, or a member of the Governing Body, the Chair of Governors will complete all the actions at **Stage 2** as above.

Complaints about the Principal must be made to the Chair of Governors via the school office.

Please note this refers to a complaint specifically about the Principal and not about the decision that the Principal has made regarding your initial concern. If you feel that your complaint has not been resolved, then you should proceed to **Stage 3**, outlined below

Stage 3 - Panel Hearing

If the complainant is dissatisfied with the outcome at **Stage 2** and wishes to take the matter further, they can escalate the complaint to **Stage 3** – a panel hearing consisting of at least three people who were not directly involved in the matters detailed in the complaint, with one panel member who is independent of the management and running of the school.

This is the final stage of the complaints procedure.

A request to escalate to **Stage 3** must be made to the Chair of the Governing Body, **within 10 school days** of receipt of the **Stage 2** response.

The Clerk will record the date the complaint is received and acknowledge receipt of the complaint in writing (either by letter or email) **within 10 school days**.

Requests received outside of this time frame will only be considered if exceptional circumstances apply.

The Clerk will write to the complainant to inform them of the date of the meeting. They will aim to convene a meeting **within 15 school days** of receipt of the **Stage 3** request. If this is not possible, the Clerk will provide an anticipated date and keep the complainant informed.

If the complainant rejects the offer of three proposed dates, without good reason, the Clerk will decide when

to hold the meeting. It will then proceed in the complainant's absence on the basis of written submissions from both parties.

A complainant may bring someone along to the panel meeting to provide support. This can be a relative or friend. Generally, we do not encourage either party to bring legal representatives to the committee meeting. However, there may be occasions when legal representation is appropriate. .

For instance, if a school employee is called as a witness in a complaint meeting, they may wish to be supported by union and/or legal representation.

Note: Complaints about staff conduct will not generally be handled under this complaints procedure. Complainants will be advised that any staff conduct complaints will be considered under staff disciplinary procedures, if appropriate, but outcomes will not be shared with them.

Representatives from the media are not permitted to attend. At least **5 school days** before the meeting, the Clerk will:

- confirm and notify the complainant of the date, time and venue of the meeting, ensuring that, if the complainant is invited, the dates are convenient to all parties and that the venue and proceedings are accessible
- request copies of any further written material to be submitted to the committee **at least 5 school days** before the meeting.

Any written material will be circulated to all parties **at least 5 school days** before the date of the meeting.

The committee will also not review any new complaints at this stage or consider evidence unrelated to the initial complaint to be included. New complaints must be dealt with from **Stage 1** of the procedure.

The meeting will be held in private. We hold the right to use recording devices, where appropriate, to ensure all parties involved are able to review the discussions at a later date. Where there are communication difficulties or disabilities, Bart's Training and Support Alliance may provide recording devices to ensure the complainant is able to access and review the discussions at a later point.

Recording devices will not be used without the prior consent of all parties.

Where the Bart's Training and Support Alliance allows complainants to record meetings, the following will be considered:

- How any decision to allow recordings may affect any third parties called to act as witnesses
- The impact and consequences on the individuals involved in the complaint in the event that recordings are lost or leaked

Bart's Training and Support Alliance will not accept as evidence any recordings that were obtained covertly and without the informed consent of all parties being recorded.

Prior to the meeting, they will decide amongst themselves who will act as the Chair of the Complaints Committee. If there are fewer than three governors from the Governing Body available, the Clerk will source any additional, independent governors through a SBMAT Academy Local Governing Committee, in

order to make up the committee. Alternatively, an entirely independent panel may be convened to hear the complaint at **Stage 3**.

The committee will consider the complaint and all the evidence presented. The committee can:

- uphold the complaint in whole or in part
- dismiss the complaint in whole or in part.

If the complaint is upheld in whole or in part, the committee will:

- decide on the appropriate action to be taken to resolve the complaint
- where appropriate, recommend changes to the school's systems or procedures to prevent similar issues in the future.

The Chair of the Committee will provide the complainant and the academy with a full explanation of their decision and the reason(s) for it, in writing, within 5 school days.

The letter to the complainant will include details of how to contact the DfE if they are dissatisfied with the way their complaint has been handled by the school.

The response will detail any actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of actions that the school will take to resolve the complaint.

The panel will ensure that those findings and recommendations are sent by electronic mail or otherwise given to the complainant and, where relevant, the person complained about. Furthermore, they will be available for inspection on the school premises by the proprietor and the Principal.

A written record will be kept of all complaints, and of whether they are resolved at the preliminary stage or proceed to a panel hearing, along with what actions have been taken, regardless of the decision.

All correspondence statements and records relating to individual complaints will be kept confidential, except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Act requests access to them.

19. Next Steps

If the complainant believes the school and Bart's Training Support and Alliance, as the proprietor did not handle their complaint in accordance with the published complaints procedure or they acted unlawfully or unreasonably in the exercise of their duties under education law, they can contact the following bodies after they have completed **Stage 3**.

1. The Independent Schools Inspectorate (ISI):

The ISI is the body responsible for inspecting independent schools. If, after exhausting the school's complaints procedure, the complainant believes there has been a significant failure to adhere to the school's own complaints procedure, or that the school is failing to meet the Independent School Standards (including Part 7 regarding complaints), they can raise a concern with the Independent Schools

Inspectorate (ISI). The ISI considers how well schools handle complaints as part of their inspections. You can find more information on the ISI website: www.isi.net.

2. The Department for Education (DfE):

The Department for Education (DfE) has overall responsibility for the standards in independent schools. If you believe the school's failure to follow its complaints procedure indicates a broader failure to meet the Independent School Standards, you can raise a concern with the DfE. The DfE may then consider whether the school is meeting the required standards. Information on how to do this can be found on the GOV.UK website: www.gov.uk/complain-about-school/

20. Complaints campaigns

Where the school becomes the subject of a complaints campaign from complainants who are not connected with the school, **a standard, single response will be published on the school's website.**

If the school receives a large number of complaints about the same subject from complainants who are connected to the school, e.g. parents, each complainant will receive an individual response.

If complainants remain dissatisfied with the school's response, they will be directed to the DfE / Independent School Inspectorate

21. Availability

A copy of this policy is available on request and is published on the school website in compliance with the Education (Independent School Standards) Regulations 2014, Part 6,

22. Monitoring and review

The complaints procedure will be reviewed **every two years** taking into account any legislative changes and the latest guidance issued by the DfE

Data Protection Complaints: The Data Protection Officer will report on data protection complaints to the Principal and Governing Body on a termly basis, including:

- Number and nature of complaints
- Outcomes and remedial actions
- Any recommendations for policy or procedure changes

Appendix 1 - Formal Complaint Form

The Avenue

Formal Complaint Form

Your Name:		Pupil's Name:	
Your Relationship to Pupil:		Pupil DOB and Class:	
Address and Postcode:		Daytime Telephone Number:	
		Evening Telephone Number:	
Full details of complaint (including the names of all persons involved and the dates of incidents referred to):			
What action, if any, have you already taken to try and resolve your complaint (for example, who did you speak to and what was the response)?			
What actions do you feel might resolve the problem at this stage?			
Are you attaching any paperwork? If so, please give details.			
Signature:		Date:	

<i>For Official Use</i>			
Date Acknowledgement Sent:			
Name of Person Complaint Referred To:			
Signature:		Date:	

Please complete and return to the school who will acknowledge receipt and explain what action will be taken

Appendix 2 - Roles and Responsibilities Complainant

The complainant will receive a more effective response to the complaint if they:

- explain the complaint in full as early as possible
- co-operate with the school in seeking a solution to the complaint
- respond promptly to requests for information or meetings or in agreeing the details of the complaint
- ask for assistance as needed
- treat all those involved in the complaint with respect
- refrain from publicising the details of their complaint on social media and respect confidentiality.

Investigator

The investigator's role is to establish the facts relevant to the complaint by:

- providing a comprehensive, open, transparent and fair consideration of the complaint through:
- sensitive and thorough interviewing of the complainant to establish what has happened and who has been involved
- interviewing staff and children/young people and other people relevant to the complaint
- consideration of records and other relevant information
- analysing information
- liaising with the complainant and the complaints co-ordinator as appropriate to clarify what the complainant feels would put things right.

The investigator should:

- conduct interviews with an open mind and be prepared to persist in the questioning
- keep notes of interviews or arrange for an independent note taker to record minutes of the meeting
- ensure that any papers produced during the investigation are kept securely pending any appeal
- be mindful of the timescales to respond
- prepare a comprehensive report for the Principal or complaints committee that sets out the facts, identifies solutions and recommends courses of action to resolve problems.
- The Principal or complaints committee will then determine whether to uphold or dismiss the complaint and communicate that decision to the complainant, providing the appropriate escalation details.

Complaints Co-ordinator

(This could be the Principal or designated complaints governor / trustee or other staff member providing administrative support)

The complaints co-ordinator should:

- ensure that the complainant is fully updated at each stage of the procedure
- liaise with staff members, Principal, Chair of Governors, or the Clerk and to ensure the smooth running of the complaints procedure
- be aware of issues regarding:
- sharing third party information
- additional support. This may be needed by complainants when making a complaint including interpretation support or where the complainant is a child or young person
- keep records.

Clerk to the Governing Body

The Clerk is the contact point for the complainant and the committee and should:

- ensure that all people involved in the complaint procedure are aware of their legal rights and duties, including any under legislation relating to school complaints, education law, the Equality Act 2010, the Freedom of Information Act 2000, the Data Protection Act (DPA) 2018 and the General Data Protection Regulations (GDPR)
- set the date, time and venue of the meeting, ensuring that the dates are convenient to all parties (if they are invited to attend) and that the venue and proceedings are accessible
- collate any written material relevant to the complaint (for example: stage 1 paperwork, school and complainant submissions) and send it to the parties in advance of the meeting within an agreed timescale
- record the proceedings
- circulate the minutes of the meeting
- notify all parties of the committee's decision.

Committee Chair

The committee's chair, who is nominated in advance of the complaint meeting, should ensure that:

- both parties are asked (via the Clerk) to provide any additional information relating to the complaint by a specified date in advance of the meeting
- the meeting is conducted in an informal manner, is not adversarial, and that, if all parties are invited to attend, everyone is treated with respect and courtesy
- complainants who may not be used to speaking at such a meeting are put at ease. This is particularly important if the complainant is a child/young person
- the remit of the committee is explained to the complainant

- written material is seen by everyone in attendance, provided it does not breach confidentiality or any individual's rights to privacy under the DPA 2018 or GDPR.
- If a new issue arises it would be useful to give everyone the opportunity to consider and comment upon it; this may require a short adjournment of the meeting
- both the complainant and the school are given the opportunity to make their case and seek clarity, either through written submissions ahead of the meeting or verbally in the meeting itself
- the issues are addressed
- key findings of fact are made
- the committee is open-minded and acts independently
- no member of the committee has an external interest in the outcome of the proceedings or any involvement in an earlier stage of the procedure
- the meeting is minuted
- they liaise with the Clerk (and complaints co-ordinator, if the school has one).

Committee Member

Committee members should be aware that:

- the meeting must be independent and impartial, and should be seen to be so
- No governor / trustee may sit on the committee if they have had a prior involvement in the complaint or in the circumstances surrounding it.
- the aim of the meeting should be to resolve the complaint and achieve reconciliation between the school and the complainant
- We recognise that the complainant might not be satisfied with the outcome if the meeting does not find in their favour. It may only be possible to establish the facts and make recommendations.
- many complainants will feel nervous and inhibited in a formal setting
- Parents/carers often feel emotional when discussing an issue that affects their child.
- extra care needs to be taken when the complainant is a child/young person and present during all or part of the meeting
- Careful consideration of the atmosphere and proceedings should ensure that the child/young person does not feel intimidated.
- The committee should respect the views of the child/young person and give them equal consideration to those of adults.
- If the child/young person is the complainant, the committee should ask in advance if any support is needed to help them present their complaint. Where the child/young person's parent is the complainant, the committee should give the parent the opportunity to say which parts of the meeting, if any, the child/young person needs to attend.
- However, the parent should be advised that agreement might not always be possible if the parent wishes the child/young person to attend a part of the meeting that the committee considers is not in the child/young person's best interests.
- the welfare of the child/young person is paramount.

Appendix 3 - Data Protection Complaint Form

The Avenue Data Protection Complaint Form

Your Name:	
Your Relationship to the School:	☐ Parent/Carer ☐ Pupil ☐ Staff Member ☐ Other (please specify): _____
Contact Address and Postcode:	
Daytime Telephone Number:	
Email Address:	

Your Name:	
Preferred Method of Contact:	☐ Email ☐ Telephone ☐ Post

Details of Your Data Protection Complaint

What is your complaint about? (Please tick all that apply)
☐ The school is processing my/my child's personal data unlawfully or unfairly
☐ The school has not responded to my subject access request (SAR) within 30 days
☐ The school holds inaccurate or incomplete personal data about me/my child
☐ The school has not deleted or corrected my/my child's personal data when I requested it
☐ The school has shared my/my child's personal data without appropriate consent or legal basis
☐ There has been a data breach or security incident involving my/my child's personal data
☐ The school has not complied with my data protection rights (e.g., right to erasure, right to object)
☐ Other (please specify): _____

Full Details of Your Complaint

Please provide full details of your data protection complaint, including:

- What personal data is involved?
- What happened?
- When did it happen?
- Who was involved?
- What data protection rights or principles do you believe have been breached?

What Action Have You Already Taken?

Have you already raised this concern with the school? If so, please provide details:

- Who did you speak to?
- When?
- What was their response?

What Would Resolve Your Complaint?

What action do you feel would resolve your data protection complaint?

Supporting Documents

Are you attaching any supporting documents? (e.g., emails, letters, screenshots)

☐ Yes (please list documents attached):

☐ No

Declaration

I confirm that the information provided in this form is accurate to the best of my knowledge.

Signature: _____

Date: _____

For Official Use Only

| **Date Complaint Received:** || | **Date Acknowledgement Sent:** ||

| **Complaint Referred To:** | Data Protection Officer || **Investigation**

Completed: || | **Outcome Communicated:** ||

Please complete and return to:

Data Protection Officer

The Avenue Independent School

Rookery Lane,

Trent Vale,

Stoke-on-Trent

ST4 5NS

Email: office@theavenue.btsa.org

Telephone: 01782 354585



Bart's Training & Support Alliance

St. Bart's Multi-Academy Trust

c/o Belgrave St Bartholomew's Academy,
Sussex Place, Longton, Stoke-On-Trent, Staffordshire, ST3 4TP
www.sbmat.org T: 01782 486350
