



Yorkshire Wolds Teacher Training

Complaints and Communications

Policy

Version 4.1

<p>Important: This document can only be considered valid when viewed on the YWTT website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Francesca Roper, Director of Trust Development and Compliance</p>
<p>Name of Responsible Committee/Individual:</p>	<p>YWTT Strategic Board</p>
<p>Implementation Date:</p>	<p>Autumn 2018</p>
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<p>Target Audience:</p>	<p>External stakeholders</p>

References:	<p>Best Practice Advice for School Complaints Procedures 2020 Department for Education.</p> <p>The Education Alliance Data Protection Policy.</p> <p>The Education Alliance Grievance Procedure.</p> <p>The Education Alliance Code of Conduct.</p>
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Aims and application

- 1.1 The aims of the procedure are to deal with complaints and concerns:
 - about YWTT, the Trust or any individual connected with it by following the correct procedure;
 - thoroughly; and
 - in an open, honest and fair manner.
- 1.2 This complaints procedure is not limited to trainees who are registered with YWTT. Any person, including members of the public, may make a complaint to YWTT about any provision of facilities or services that we provide. Part 1 of this policy outlines how trainees can raise a concern or complaint. Concerns or complaints from other persons will be dealt with in accordance with Part 2 of this policy.
- 1.3 This procedure does not apply to concerns and complaints relating to the matters listed in Annex 1.
- 1.4 Anonymous concerns or complaints will not normally be investigated under this procedure. The Head of YWTT, CEO or Director of Trust Development and Compliance (as appropriate) will determine whether there are exceptional circumstances to justify conducting an investigation into the issues raised.
- 1.5 All staff will be made aware of this complaints policy and are expected to review this policy regularly in order that they are familiar with our process of dealing with complaints and can be of assistance when an issue is brought to their attention.
- 1.6 In this policy:
 - ‘complaint’ means an expression of dissatisfaction however made, about actions taken or a lack of action;
 - ‘concern’ means an expression of worry or doubt over an issue considered to be important for which reassurances are sought;
 - ‘meeting’ and ‘hearing’ means an in person or virtual meeting or hearing (i.e. telephone or video conference where all parties can participate verbally), virtual

meetings/hearings will only be held if all parties have access to appropriate equipment to attend and are happy to do so;

- 'parent' means a biological parent, carer or anyone who has parental responsibility or care for a child;
- 'school days' excludes weekends and school holidays and periods of partial or total school closure.

1.7 The timeframes referred to in this policy are our usual timeframes and YWTT will seek to adhere to these timeframes where possible.

1.8 Reasonable adjustments will be made to this policy where required to ensure that all complainants can access and complete this complaints policy. For example, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.

2 Key principles

2.1 YWTT acknowledges that raising concerns or complaints can be a difficult, emotional, and stressful time. We expect our staff to always be respectful and courteous when dealing with you. We also expect you to treat our staff with the same respect and courtesy. We will not accept abusive and threatening behaviour towards our staff from anybody at any time. In circumstances where this happens YWTT will take the action outlined in Part 3 of this policy.

2.2 YWTT expects all complainants to make reasonable attempts to seek an informal resolution. This will usually be the most effective way to swiftly resolve any concerns.

2.3 YWTT encourages trainees and others to approach YWTT with any concerns and refrain from airing concerns about YWTT and its staff on social media sites. Posting negative comments on social media can cause damage and upset and is often counter-productive.

2.4 To investigate your complaint properly and fairly, we have implemented a staged approach. We anticipate that almost all complaints that arise will be resolved at Stage 1 or Stage 2, outlined below.

2.5 We expect our members of staff to be addressed in a respectful manner and for communication to remain calm at all times. The process under Part 3 will only be used on very rare occasions to deal with repetitious and/or vexatious complaints or complaints pursued in an otherwise unreasonable manner.

2.6 Concerns or complaints should be brought to our attention as soon as possible. Any matter raised more than 3 months after the incident being complained of (or, where a series of associated incidents have occurred, within 3 calendar months of the last of these incidents) will not be considered unless the Head of YWTT, CEO or Director of Trust Development and Compliance (as appropriate) accepts that there are exceptional circumstances to justify accepting the complaint out of time.

2.7 Where a complaint is received outside of term time, we will consider it to have been received on the first school day following the holiday period.

- 2.8 On rare occasions YWTT may receive complaints from a number of individuals relating to the same issue. In order to deal with these complaints efficiently YWTT will follow the procedure set out in Part 4.
- 2.9 If it becomes necessary to alter the time limits and deadlines set out within this procedure, you will be advised accordingly and given an explanation as to why this has been the case and provided with revised timescales. If other bodies are investigating aspects of the complaint, for example the police, local authority safeguarding teams or tribunals/courts, 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. Where a complaint is raised but we do not have clarity from the complainant on the issues and/or desired outcomes, we will inform the complainant what information we need to progress the complaint and pause this procedure until reasonable clarity is achieved.
- 2.10 Complainants should not approach individual governors, trustees or members of the YWTT Strategic Board to raise concerns or complaints. They have no power to act on an individual basis and it may prevent them from considering complaints at later stages.
- 2.11 If a complainant commences legal action against YWTT in relation to their complaint, we will consider whether it would be appropriate to suspend the complaints procedure until those legal proceedings have concluded.
- 2.12 If a complainant wishes to withdraw their complaint, we will ask them to confirm this in writing.

3 Records of complaints

A record will be kept of all written formal complaints, including at what stage they were resolved and action taken by us as a result of those complaints regardless of whether they were upheld. Correspondence, statements and records relating to individual complaints will be kept confidential except where:

- access is requested by the Secretary of State;
- disclosure is required in the course of any inspection processes;
- an individual has a legal right to access their own personal data contained within such documentation; or
- under other legal authority.

4 Communications

At YWTT, we will provide timely and informative information concerning trainee's progress throughout the year in the format of written reports, newsletters and the opportunity for one to one appointments. We recognise that there may be times when trainees or partner schools need to communicate with the trust outside of these.

In recent years communication methods have shifted with email becoming the preferred and predominant mode of communication by a number of stakeholders. Email provides us with a

quick and easy means of communication. As a result, it is used for such a wide range of communications, it has also become increasingly difficult to distinguish between formal and informal communications.

At YWTT, our priority is to deliver high quality teacher training alongside comprehensive pastoral support. We do not expect staff to continuously monitor and manage their inbox during lessons or at other times in the day. The below sets out our expectations in how we respond to communications received into the trust:

- All communication must respect the dignity of the recipient.
- A telephone call will be acknowledged within 48 hours (during term time but not over a weekend). A different member of staff may return your call due to availability or if they are better placed to deal with any questions/concerns
- A response to emails within 72 hours either by telephone or in writing (including an email). This may include informing the sender that more time is required to provide a full response. If this is the case staff should indicate a timeframe in which a response should be expected.
- If a member of staff is not able to deal with the email directly then they will pass it on to the most appropriate person and inform the sender that they have done so.
- Staff will not be expected to monitor or respond to emails outside of their normal working hours (including weekends and published school holidays). Whilst parents may compose emails at any time to suit their own needs, we would ask that emails are not normally sent outside of a member of staff's normal working hours. Delayed delivery is an option within most email settings.

Whilst this is rare, if a member of staff receives an email which is of an aggressive tone, sets unreasonable demands or could otherwise be interpreted as harassing, they will refer this to a member of the Senior Leadership Team, who will decide if consideration needs to be given to dealing with further communication under the TEAL Code of Conduct.

5 Part 1: Complaints procedure for trainees

Stage 1: Informal concerns

- 5.1 An informal concern can be raised in person, by email or by telephone. Concerns may also be raised by a third party acting on behalf of a trainee if they have appropriate authority to do so. Most enquiries and concerns can be dealt with satisfactorily without the need to resort to the formal procedure. We value informal meetings and discussions and aim to resolve all issues with open dialogue and mutual understanding.
- 5.2 It is always helpful if you can fully explain the nature of the concern and identify the outcome you are looking for. Where appropriate, you may be invited to an informal meeting with the member of staff most appropriate for dealing with that concern. The member of staff dealing with the concern will make sure that you are clear on what action (if any) has been agreed. This may be put in writing if appropriate.
- 5.3 If the matter is brought to the attention of the Head of YWTT they may decide to deal with your concerns directly at this stage (or pass to another member of staff if they deem appropriate). If the concerns are about the Head of YWTT these should be referred directly to the Chair of the Strategic Board (stage 2.)
- 5.4 YWTT will respect the views of a trainee who indicates that they would have difficulty discussing a concern with a particular member of staff. In this case, the parent will be directed to another designated member of staff. Similarly, if the member of staff directly involved in the circumstances leading to the concern feels the same, the Head of YWTT may consider referring the trainee to another member of staff.
- 5.5 Staff members should log all informal concerns and inform the Head of YWTT of any serious concerns.
- 5.6 There is no suggested timescale for resolution at this stage given the importance of informal discussion, although it would be expected that most issues will be resolved within 15 school days. Where no satisfactory solution has been found, you will be advised that if you wish your concerns to be considered further, you should write to the Head of YWTT under Stage 2 of this procedure within 5 school days.

Stage 2: Formal written complaints

- 5.7 If your concerns are not resolved under Stage 1, you are entitled to put your complaint in writing and send this to the Head of YWTT. Please use 'complaint' as the subject of your email or mark it clearly on your letter. This will ensure that your correspondence gets the priority it deserves from a large volume of communications it receives each day.
- 5.8 It is very important that you describe your complaint clearly and include a clear statement of the actions that you would like us to take to resolve your complaint. We strongly encourage you to use the Complaint Form provided at Annex 2 of this procedure. If you require help in completing the form, please contact the YWTT Administrator. You can also ask third party organisations like the [Citizens Advice](#) to help you. In all cases your written complaint must include:
 - the nature of the complaint;
 - details of how the matter has been dealt with so far;

- the names of potential witnesses, dates and times of events and copies of all relevant documents; and
 - a clear statement of the actions that you would like us to take to resolve your complaint.
- 5.9 Your complaint will normally be acknowledged in writing within five school days of receipt. The acknowledgement will give a brief explanation of the YWTT complaints procedure and a target date for providing a response to the complaint. This will normally be within 15 school days of receipt.
- 5.10 If appropriate, the Head of YWTT (or someone appointed by them) may invite you to a meeting to clarify your complaints and to explore possible resolutions. If you accept that invitation, you may be accompanied by one other person, such as a friend, relative or interpreter, to assist you. Where possible, this meeting will take place within 10 school days of receipt of the written complaint.
- 5.11 If necessary, witnesses will be interviewed and statements taken from those involved. If the matter includes a complaint relating to a member of staff, the member of staff will have the opportunity to respond to the complaint.
- 5.12 Once the relevant facts have been established as far as possible, you will be provided with a written response to the complaint, including an explanation of the decision and the reasons for it. This will include what action will be taken to resolve the complaint (if any). You will be advised that if you are dissatisfied with the outcome of the complaint, you may request that your complaint be heard by the Complaints Committee under Stage 3 of this procedure.
- 5.13 YWTT may engage an independent, external person to carry out the investigation into the Stage 2 complaint or to review the investigation and response at Stage 2. This may be appropriate where the complaint is particularly complex or involves legal issues.

Q. What if the complaint is about the Head of YWTT or the Head of YWTT has already considered your complaint under Stage 1?

In these cases, your complaint should be sent to the Compliance Officer at the Trust's address who will arrange for an alternative person to carry out the Stage 2 procedure.

Q. What if the complaint is about a governor or a member of the academy trust?

Complaints about the Chair of Governors/Trustees/YWTT Strategic Board or any individual governor/trustee or member of the academy trust should be addressed to the Compliance Officer via the Trust office. Please mark them as Private and Confidential. The Compliance Officer will arrange for an impartial person with no connection to the complaint to investigate the concerns in accordance with Stage 2.

If the complaint is about the Compliance Officer, your complaint should be sent to the Director of Trust Development and Compliance c/o The Education Alliance, TEAL Development Centre, Est Dale Road, Melton, HU14 3HS.

If your complaint is about the governing/Trustee/YWTT Strategic body as a whole, you should send your complaint to the Compliance Officer who will arrange for the matter to be independently investigated.

Please be aware that where your complaint relates to an employee a copy of the complaint may be shared with them in order to investigate the issues raised.

Stage 3: Referral to the Complaints Committee

- 5.14 If you are dissatisfied with the decision under Stage 2, you may request that a Complaints Committee be convened to consider your complaint. The Complaints Committee will principally consider how the complaint was handled at the previous stages but has discretion to review other aspects of the complaint as it sees fit. The Complaints Committee will not review any new complaints at this stage or consider evidence unrelated to the initial complaint. New complaints must be dealt with from Stage 1 of the procedure.
- 5.15 To request a hearing before the Complaints Committee, you should write to the Compliance Officer at the Trust within five school days of receiving notice of the outcome of Stage 2. Requests received outside of this time frame will only be considered if exceptional circumstances apply. You should ensure that you provide copies of all relevant documents and state all the grounds for your complaint and the outcome that you are looking for.
- 5.16 Your written request will be acknowledged within five school days of receipt.
- 5.17 The Compliance Officer will arrange for a Complaints Committee to be convened, made up of at least three committee members, including:
- at least two governors from across the trust/members of the YWTT Strategic Board with no prior involvement in the matter; and,
 - one person who is independent of the management and running of YWTT (for example, this might be a governor from another school/college or an educational professional).
- The Compliance Officer shall appoint one of these committee members to be the Chair of the Committee.
- 5.18 Every effort will be made to enable the hearing to take place within 20 school days of the receipt of your request. As soon as reasonably practicable, and in any event at least five school days before the hearing, you will be sent written notification of the date, time and place of the hearing, together with brief details of the committee members who will be present. Fair consideration will be given to any bona fide objection to a particular member of the Complaints Committee.
- 5.19 If, despite best efforts, it is not possible to find a mutually convenient date and time for a hearing within a reasonable timeframe, the Compliance Officer may determine that the hearing proceeds on the basis of written submissions from both parties.
- 5.20 You have the right to be accompanied to the hearing by a friend, relative or interpreter. You should notify the Compliance Officer in advance if you intend to bring anyone to the hearing. We do not encourage any party to bring legal representatives to the Complaints Committee hearing. Representatives from the media are not permitted to attend. The Complaints Committee itself may take legal advice and/or be supported by a legal advisor at the hearing on matters of law and procedure.
- 5.21 A copy of the complaint and any other documents provided by you in support of your complaint, or by the YWTT representative in defence of the complaint, will be provided to the Complaints Committee as soon as practicable upon receipt. Copies of these documents shall also be provided to you at least 3 school days before the hearing. The Complaints Committee reserves the right not to consider any documentation presented by either party less than 3 school days prior to the hearing. The Complaints Committee is under no obligation to hear oral evidence from those other than the parties (e.g. witnesses) but may do so and/or may

take written statements into account. The Complaints Committee will not normally accept recordings of conversations that were obtained covertly and without the informed consent of all parties being recorded.

5.22 The hearing will be conducted to allow the complainant the opportunity to address the Complaints Committee and advise why you feel the complaint is still unresolved. The Compliance Officer will ensure that sufficient notes are taken to record an accurate reflection of the points considered and any decisions taken or actions agreed. Electronic recordings of the hearing will not normally be permitted and, in any event, would require the consent of all those present.

5.23 Unless otherwise stated, the procedure for the Stage 3 hearing is as follows:

- the complainant will enter the hearing;
- the Chair of the Complaints Committee will introduce the committee members and outline the process;
- the complainant will explain the complaint;
- the committee members will question the complainant;
- the complainant will sum up their complaint;
- the Chair of the Complaints Committee will explain that both parties will hear from the committee within five school days;
- the complainant will depart.
- the Compliance Officer, and any legal advisor assisting the Complaints Committee (if applicable), will stay to assist the Complaints Committee with its decision making.

The Compliance Officer and or Complaints Committee reserves the right to modify the above procedure at their sole discretion. A Complaints Committee may be adjourned if the Complaints Committee require further evidence or in exceptional circumstances (for example, if clarification sought by the Complaints Committee is essential to the proceedings). The adjourned date must be as soon as possible.

5.24 After the hearing, the Complaints Committee will consider their decision and inform you and, where relevant, the person complained about of their decision in writing within five school days. The letter will set out the decision of the Complaints Committee together with the reasons underpinning that decision. The Complaints Committee can (by a majority if necessary):

- dismiss the complaint in whole or in part;
- uphold the complaint in whole or in part;
- decide on the appropriate action to be taken to resolve the complaint;
- recommend changes to YWTT systems or procedures to ensure that problems of a similar nature do not happen again.

Stage 4: Referral of complaint to the Office of The Independent Adjudicator (OIA)

- 5.25 If a complaint has exhausted YWTT's complaints procedure and the complainant remains dissatisfied, they have the right to refer their complaint to the OIA. The complainant will have received a Completion of Procedures Letter which will detail the issues that have been considered, YWTT's final decision and the deadline for bringing a complaint to the OIA. Further information can be obtained at <http://www.oiahe.org.uk/>

6 Roles and Responsibilities

6.1 The role of the Compliance Officer

The Compliance Officer is the contact point for the complainant and the Complaints Committee, and should:

- ensure that the complainant is fully updated at each stage of the procedure;
- liaise with staff, Head of YWTT and Trustees/Governors/YWTT Strategic Board (as applicable) to ensure the smooth running of the complaints procedure.
- be mindful of the timescales to respond to complaints.
- ensure that all people involved in the complaints process 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);
- ensure that the Complaints Committee has access to legal advice, where appropriate;
- set the date, time and venue of the hearing, taking reasonable steps to find a date that is convenient to all parties and that the venue and proceedings are accessible;
- collate any written material relevant to the complaint (for example: stage 1 paperwork and complainant submissions) and send it to the parties in advance of the hearing within an agreed timescale;
- minute the hearing;
- notify all parties of the Complaint Committee's decision;
- issue a summary letter to the complainant.

6.2 The role of the Head of YWTT (or other party investigating as applicable in accordance with the procedure) at Stage 2

- to ensure that the complainant is fully updated throughout the stage 2 procedure;
- to ensure that the correct procedure has been followed;
- to ensure that an investigation is carried out, and a report compiled;
- to meet the complainant, if appropriate;

- if the complaint is being referred to Stage 3, notify the Compliance Officer to arrange the Complaints Committee.

6.3 **The role of the Chair of the Complaints Committee**

The Chair of the Complaints Committee has a key role, ensuring that:

- the hearing 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 hearing are put at ease;
- the remit of the Complaints Committee is explained to the complainant;
- the 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);
- key findings of fact are made, and that any issues not previously mentioned in writing should not be raised at the hearing and, if they are mentioned at the hearing, these should not be noted or considered by the Complaints Committee;
- The complainant(s) are given the opportunity to make their case, and seek clarity, either through written submissions ahead of the hearing, or verbally in the hearing itself;
- the Complaints Committee is open-minded, acts independently and no committee member has an external interest in the outcome or any involvement in an earlier stage of the procedure;
- the hearing is minuted.

7 **Part 2: Concerns or complaints from other persons**

Part 1 of this complaints policy applies only to complaints made by trainees of YWTT. However, YWTT wishes to work closely with other members of the local community and will deal with their concerns and complaints as follows:

- 7.1 **Stage 1** - a concern regarding the YWTT/Trust or its operations may be made to any member of staff. That member of staff will attempt to resolve the matter immediately or may, if appropriate, refer the matter to their line manager or member of the senior leadership team (SLT) who is best placed to deal with the concern. It is expected that most concerns will be responded to orally or in writing within 15 school days. If a longer period is required, you will be kept informed of the progress of the investigation.
- 7.2 **Stage 2** - where a concern is not resolved at Stage 1, or you wish your concerns to be dealt with immediately as a formal complaint, you should put your complaint in writing and send this to the Head of YWTT/Trust representative if relating to the trust itself to investigate within 5 school days. The Head of YWTT/Trust representative may delegate the task of investigation and/or responding to the complaint to a member of SLT or may escalate the complaint straight to Stage 3. A formal response to the complaint will usually be provided within 15 school days of receipt of the letter of complaint although if a longer period is required to respond, you will be kept updated.
- 7.3 **Stage 3** - if you are not satisfied with the response at Stage 2, you may request a review by writing to the Head of YWTT/Trust Representative. You should write to the Head of YWTT within 5 school days of receipt of the letter at Stage 2. Requests received outside of this time frame will only be considered if exceptional circumstances apply. The Head of YWTT/Trust Representative will usually arrange for a governor to consider the complaint alone or may, if required, convene a Complaints Committee on the same terms as set out in Part 1 of this complaints policy. The decision at this stage will usually be sent to you within 15 school days of receipt of the request for a review or within five school days of the Complaints Committee hearing (as applicable).
- 7.4 **Stage 4** - if you are dissatisfied with the decision at Stage 3, you are entitled to refer your complaint to the Department for Education as outlined in Part 1 of this complaints policy.

Concerns or complaints regarding the Head of YWTT /CEO should be referred direct to the Compliance Officer c/o TEAL Development Centre, East Dale Road, Melton, HU14 3HS who will arrange for the stages above to be considered by an appropriate person.

8 Part 3: Repetitious and vexatious complaints and complaints pursued in an otherwise unreasonable manner

There are rare circumstances where we will deviate from the Complaints Policy set out in Parts 1 and 2. These include, but are not necessarily limited to:

8.1 Repetitious, including serial and/or persistent, complaints

Where the complainant's complaint is the same, similar to or based on the same facts of a complaint which has already been considered in full and we have:

- taken every reasonable step to address the complainant's concerns; and
- given the complainant a clear statement of our position and their options,

we will write to the complainant to advise that the complaints procedure has been exhausted and that we will not be responding to any further correspondence in relation to these matters. The complainant will be referred to Stage 4.

8.2 Vexatious complaints

The Office of the Independent Adjudicator defines the characteristics of a 'frivolous' or 'vexatious' complaint as:

- complaints which are obsessive, persistent, harassing, prolific or repetitious;
- insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason;
- insistence upon pursuing meritorious complaints in an unreasonable manner;
- complaints which are designed to cause disruption or annoyance;
- demands for redress that lack any serious purpose or value.

Examples include but are not limited to:

- refusal to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance;
- refusal to co-operate with the complaints investigation process;
- refusal to accept that certain issues are not within the scope of the complaints procedure;
- insistence on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice;
- introducing trivial or irrelevant information which they expect to be taken into account and commented on;
- raising large numbers of detailed but unimportant questions, and insists they are fully answered, often immediately and to their own timescales;

- making unjustified complaints about staff who are trying to deal with the issues, and seeks to have them replaced;
- changing the basis of the complaint as the investigation proceeds;
- seeking an unrealistic outcome, such as the inappropriate dismissal of staff;
- making excessive demands on time by frequent, lengthy and complicated contact with staff regarding the complaint in person, in writing, by email and by telephone while the complaint is being dealt with;
- knowingly providing falsified information;
- publishing unacceptable information on social media or other public forums.

8.3 **Complaints pursued in an otherwise unreasonable manner**

Where the complainant's behaviour or language towards staff, governors or members is aggressive, abusive, offensive, discriminatory or threatening or insulting personal comments are made about, or threats are made towards, staff.

In the circumstances outlined in (2) and (3) above, we may:

- inform the complainant that we consider their complaint to be vexatious or the manner in which they are pursuing their complaint to be unreasonable and why, and ask them to desist;
- conduct the Complaints Committee on the papers only i.e. not hold a hearing;
- refuse to consider the complaint any further and refer the complainant directly to Stage 4.

We may also restrict the complainant's access to YWTT e.g. requesting contact in a particular form (for example, letters only), requiring contact to take place with a named person only, restricting telephone calls to specified days and times or number of contacts or banning the complainant from YWTT's premises in line with our TEAL Code of Conduct.

Where the complainant's behaviour is so extreme that it threatens the immediate safety and welfare of staff, governors or members of the YWTT community, we will consider other options, for example reporting the matter to the police or taking legal action. In such cases, we may not give the complainant prior warning of that action.

9 **Part 4: Complaint campaigns**

For the purposes of this policy, a complaint campaign is defined as a complaint from three or more separate individuals (whether or not connected with YWTT/Trust) which are all based on the same subject.

Depending on the subject in question, we may deviate from the procedure set out in this policy and instead:

- send a template response to all complainants; and/or
- publish a single response on YWTT's/Trust website (as applicable).

Annex 1

Matters excluded from the scope of this policy

Excluded Matters	Signposting
Appeals	The process for challenging outcome appeals is detailed in the Appeals Policy.
Child protection matters	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).
Complaints about services provided by other providers who may use YWTT/Trust premises or facilities	Providers should have their own complaints procedure to deal with complaints about service. Please contact them direct.
Recruitment	Complaints from candidates regarding outcome of applications to the YWTT programmes are dealt with under the Appeals Policy.
Staff grievances	Complaints from staff will be dealt with under the trust's internal grievance procedures.
Staff conduct	Certain complaints about staff may need to be dealt with under the trust's internal 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.
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 whistleblowers in education who do not want to raise matters direct with their employer. Referrals can be made at: www.education.gov.uk/contactus

Annex 2

Complaints Form

Your name:
Your relationship to YWTT:
Your address and postcode:
Your daytime telephone number:
Your evening telephone number:
Your email address:
Your complaint is: (if you have more than one complaint, please number these)
What action have you already taken to try and resolve your complaint(s)? (Who did you speak to and what was the response?)

What would you like as an outcome from your complaint(s)?

Are you attaching any paperwork? If so, give details here:

Your signature..... Date

All functions of the complaints procedure must adhere to the requirements of the Data Protection Act (UK) 2018 and the Freedom of Information Act 2000.

Please complete and return to the Headteacher or Compliance Officer (as appropriate).

Office use

Date received

Date acknowledgement sent

Responsible member of staff

Annex 3

Summary of Complaints Procedure for Trainees (Part 1)

Stage 1: Informal concerns	Complainant brings complaint to attention of member of staff
	Issue to be resolved (guide: within 15 school days)
	Where no satisfactory solution has been found, Complainant to be advised that they should proceed to Stage 2
Stage 2: Formal Written Complaint	Complainant to put complaint in writing using Complaint Form within 5 school days of stage 1 outcome
	Complaint to be acknowledged within five school days
	Response to the complaint sent within 15 school days
Stage 3: Referral to Complaints Committee	Complainant to request hearing within 5 school days of receiving notice of the outcome of Stage 2
	Request to be acknowledged within five school days
	Hearing to take place within 20 school days of receipt of request
	Notification of date, time and place of the hearing and details of the committee members present sent at least five school days before the hearing
	YWTT representative and Complainant to submit evidence in support of their case to Compliance Officer at least 3 school days before the hearing
	Complaints Committee decision sent not more than five school days after the hearing