

# Naunton Park Pre-School Playgroup



## Complaints Procedure

### **Statement of Intent**

Naunton Park Pre-School Playgroup believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our playgroup and will give prompt and serious attention to any concerns about the running of the playgroup. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

### **Aim**

We aim to bring all concerns about the running of our playgroup to a satisfactory conclusion for all of the parties involved.

### **Methods**

To achieve this, we operate the following complaints procedure. All settings are required to keep a 'summary log' of all complaints that reach stage 2 or beyond. This is to be made available to parents as well as to Ofsted inspectors.

A complaint made in writing or by email has to be responded to within 28 days

#### *Making a complaint*

##### **Stage 1**

- Any parent who is uneasy about an aspect of the playgroup's provision talks over, first of all, his/her worries and anxieties with the playgroup supervisor.

##### **Stage 2**

- If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to Stage 2 of the procedure. The parent puts their concerns or complaint in writing to the supervisor and the chair of the playgroup committee.
- For parents who are not comfortable with making written complaints, there is a complaints form available which may be completed with the supervisor and signed by the parent.
- The playgroup stores written complaints in a separate file designed for the complaint.
- The Chairperson and Supervisor investigate the complaint further
- When the investigation into the complaint is completed, the supervisor and or Chairperson meets with the parent to discuss the outcome.
- When the complaint is resolved at this stage, the summary points are logged in the Complaints Summary Record.
- This log is available to all parents of children attending the playgroup

### **Stage 3**

- If at Stage 2 the complaint is unresolved;
- The parent requests a meeting with the supervisor and the chair of the playgroup committee. Both the parent and the supervisor should have a friend or partner present, if required, and the supervisor should have the support of the chairperson.
- An agreed written record of the discussion is made as well as any decision or action to take as a result. All of the parties present at the meeting sign the record and receive a copy of it.
- This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage, the summary points are logged in the Complaints Record.

### **Stage 4**

- If at the Stage 3 meeting the parent and playgroup cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved.
- Staff or volunteers within PATA are appropriate persons to be invited to act as mediators.
- The mediator keeps all discussion confidential. S/he can hold separate meetings with the playgroup personnel (supervisor and chair of the playgroup committee) and the parent, if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice s/he gives.

### **Stage 5**

- When the mediator has concluded her/his investigations, a final meeting between the parent, the supervisor and the chair of the playgroup committee is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached.
- A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

### **The role of the Office for Standards in Education, Early Years Directorate (Ofsted) and the Area Child Protection Committee.**

Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of our registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the National Standards for Day Care are adhered to.

The address and telephone number of our Ofsted regional centre are:

Ofsted  
Piccadilly Gate,  
Store Street,  
Manchester,

M1 2WD  
Telephone: 03001231231

These details are displayed on our pre-school's notice board.

If a child appears to be at risk, our pre-school follows the procedures of the Area Child Protection Committee in our local authority.

In these cases, both the parent and playgroup are informed and the playgroup supervisor works with Ofsted or the Area Child Protection Committee to ensure a proper investigation of the complaint followed by appropriate action.

#### **Records**

- A record of complaints reaching stage 2 or above against our playgroup and/or the children and/or the adults working in our playgroup is kept, including the date, the circumstances of the complaint and how the complaint was managed.
- The outcome of all complaints is recorded and kept for three years in the Complaints Summary Record which is available for parents and Ofsted inspectors on request.

This policy was adopted at a meeting of Naunton Park Pre-School Playgroup

Held on ..... Signed on behalf of the playgroup.....

Office.....

To be reviewed	Reviewed by	Office	Signature	Date