



MANCHESTER  
MUSLIM  
PREPARATORY  
SCHOOL

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# Complaints Policy

## Document Control

<b>This policy has been approved for operation within</b>	Manchester Muslim Preparatory School
<b>Date of last review</b>	September 2021
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<b>Review period</b>	Yearly
<b>Owner</b>	MMPS

# MANCHESTER MUSLIM PREPARATORY SCHOOL

## COMPLAINTS POLICY AND PROCEDURES

***There have been no formal complaints during the last 12 months.***

### **Policy Statement**

#### ***This Policy aims to ensure that:***

- Parents/carers know that Manchester Muslim Preparatory School takes complaints seriously and will respond in a courteous and efficient manner;
- An effective procedure for making and adjudicating complaints (including appeals) from parents/carers established;
- Parents/carers wishing to make a complaint know how to do so;
- There is a separate procedure for dealing with parental concerns which fall short of a formal complaint;
- All those involved in handling a complaint make every effort to resolve matters quickly and amicably;
- Response to complaints will be made within a reasonable period of time, and where necessary appropriate action will be taken.

### **1. Raising concerns informally**

- 1.1 Parents/carers are advised to raise their concern initially on an informal basis by contacting the relevant member of staff.
- 1.2 This can be done by telephone, email or letter.
- 1.3 In the vast majority of cases it is anticipated that, initially at least, the relevant member of staff will be the pupil's class teacher.
- 1.4 Where parents/carers do not believe that the matter is suitable for informal resolution or they are not satisfied with the response to the informal complaint, they should inform the Head Teacher verbally or in writing. This provision will typically apply. Parents/carers should note that, where the Head Teacher is the subject of the complaint, a separate procedure applies, details of which can be found in paragraph 4 below.

### **2. Investigating Complaints**

- 2.1 As soon as possible after the complaint has been received, a senior member of staff appointed by the Head Teacher will contact the parents/carers concerned. The purpose of this contact is to make initial response and to explain how school intends to investigate the matter, how long the investigation is likely to take and when to expect a response. Where in the course of an investigation it becomes clear that this date is likely to be exceeded, the parent/carer will be informed of a new response date.

- 2.2 All written complaints will be investigated and complainants notified of the outcome of the investigation within 28 days of having received the complaint.
- 2.3 At the end of the investigation, the parent/carer will be informed in writing of the outcome. This will include the conclusion reached, the reasons for it and any action taken or proposed.
- 2.4 It is school policy that complaints made by parents/carers will not adversely affect their child's interests.
- 2.5 School hopes that a parent/carer making a complaint will be satisfied with the outcome. Certainly, it will make every reasonable effort to ensure that each complaint is fully and properly investigated and that the issues raised are considered in a fair and professional manner.
- 2.6 However, where the parents/carer is still dissatisfied with the outcome of an investigation or the manner in which the complaint was handled by the school, they should put their complaint in writing to the Chair of the MMPS Trust Committee (Convener) at the following address:

**Mr Abdulkadir Kawooya**

**MMPS Convener**

Hartley Hall  
Alexandra Road South  
Whalley Range  
Manchester  
M16 8NH

- 2.7 It is particularly important that the parents/carers state, as clearly and fully as possible, the reasons why they wish a panel to hear a complaint.
- 2.7 Upon receipt of a request for a panel hearing, the chair of Trustees will convene a panel to hear the complaint **within 10 working days** of receiving the complaint.

### **3. The Panel**

- 3.1 The panel formed in paragraph 6 will consist of **at least three people**. Parents/carers will be notified of the names of the panel members. None of the panel members will have been directly involved either in the matters detailed in the complaint or its investigation and adjudication prior to this point. Further, at least one will be independent of the management and running of the school.
- 3.2 The appeal panel will have access to all relevant documentations.
- 3.3 The parents/carers will be invited to attend the panel hearing. They will also be invited to produce documentation to be circulated in advance to panel members. In addition, the parents/carers will be invited to bring a friend or a relative (should they wish to do so), not a legal representative to the panel hearing. The panel will make the final decision in respect of the complaint. A copy of any findings and recommendations will be provided to the complainant **within five**

**working days** from the date of the hearing, and where relevant, the person complained about, and is available for inspection on the school premises by the proprietor and the Head Teacher.

#### 4. **Complaints against the Head Teacher**

- 4.1 Where the Head Teacher is the subject of the complaint, the matter should be referred directly and in writing to the Executive Head Teacher.
- 4.2 Where the Executive Head Teacher is the subject of the complaint, the matter should be referred directly and in writing to the **School Convener, Mr Abdulkadir Kawooya**. The Trust Office will then contact the parents/carer in order to explain how the complaint will be investigated, how long an investigation is likely to take and when they might expect a final response.
- 4.3 Where the Trustees believe that the complaint merits it, they will appoint a person to investigate the complaint and report his/her findings to them. After considering this report, the Trustees will then write to the parents/carers **within five working days**. This letter will include the conclusion reached, the reasons for it and any action taken or proposed.

#### 5. **Disciplinary action taken against staff**

- 5.1 It may be the case that, as a result of a complaint made by a parent/carer, disciplinary action may be taken against a member of staff employed at Manchester Muslim Preparatory School.
- 5.2 Where this occurs, any such action will be taken in accordance with the official staff Discipline and Dismissal Policy and handled confidentially within school.

#### 6. **Confidentiality**

- 6.1 Subject to paragraph 6 and 7 below, any complaint or concern, viewpoint, etc. raised by parents/carers will be treated as confidential.
- 6.2 Knowledge of the complaint will be restricted to those who, for various reasons, need to know about it. This will include the Head Teacher, Executive Head Teacher, the member(s) of staff investigating the complaint and any other member of staff otherwise involved. In addition, there are circumstances where the Trustees of MMPS may be informed.
- 6.3 On occasion, however, it may be necessary to inform third parties of the complaint and, possibly, the identities of those involved. The most obvious example of this is where an investigation suggests that a criminal offence has taken place. In such circumstances, school would cease its investigation and refer the matter to the relevant external agencies.

#### 7. **Written records**

- 7.1 In order to comply with school's obligations under standard 7 33(k) of the Education (Independent School Standards) (England) Regulations 2005 (as amended), a written record will be kept of all complaints, including whether they

were resolved at the preliminary stage, or whether they proceeded to a panel hearing, and recorded any action taken by the school as a result of those complaints (regardless of whether they were upheld).

- 7.2 Written records will be treated as confidential and processed in accordance with School's data protection policy. This does not apply to the requirement of the school to provide parents and other interested parties with information about the number of complaints registered under the formal procedure during the preceding year, nor to inspectors conducting inspections under section 109 of the Education and Skills Act 2008, or to the Secretary of State, should they ask for access to such records.