



## COMPLAINTS POLICY

<b>Date of Last Review</b>	Dec 2017
<b>Date of Next Review</b>	Dec 2018
<b>Review period</b>	1 Year

## Raising concerns and Resolving Problems at Tayyibah Girls School

***“The believers are nothing else than brothers (in Islamic religion). So make reconciliation between your brothers, and fear Allah, that you may receive mercy.”***

At Tayyibah we are committed to working with parents to provide a motivating, safe and caring environment for our students. We recognize the value of taking parent’s concerns seriously at the earliest phase hence reducing the number of formal complaints developing.

Staffs are encouraged to be approachable and deal with concerns when informally approached, resolving any issues as soon as possible. Every effort will be made to address concerns aired by parents and we will endeavour to implement or adapt procedures to reduce the likelihood of a similar concern

We should avoid doing things on the spur of the moment and out of anger, as per the example shown by Prophet Muhammad (May the peace and blessings of Allah be upon him), when a man went to him and said “Counsel me”. He said: *“Do not become angry.”* The man repeated his request several times, and each time he said: *“Do not become angry”*. (Bukhari)

The following describes procedures used by our school for dealing with general complaints. Typically there are four main stages involved in raising concerns or making a complaint.

### **The Formal Complaints Procedure**

#### **Stage One: Initial Approach**

It is important that parents contact the school first with their concerns and make an appointment to talk to the Form Tutor or the subject teacher. Most problems can be sorted out in this way easily and informally. However, the staff member may feel it more appropriate to refer the complainant to a more senior or experienced member of staff who will try to resolve the concern informally..

Every effort will be made to resolve the issue but if the complainant remains dissatisfied a **complaint form** will have to be filled in.

#### **Stage Two: Complaint Heard by Headteacher**

If you are still unhappy, the next stage is to raise a formal complaint either by arranging and appointment to see the head teacher or by putting your concerns in writing. The head teacher or their nominated representative) will then investigate the concerns and respond within agreed timescales. An acknowledgement will be made of the concern/complaint within seven school days. The headteacher/or their nominated representative will respond to the issues raised within 21 school days of receiving the complaint. If it is not possible to meet these timescales, then the headteacher will contact the complainant to discuss reviewing these.

If the concern or complaint is against the headteacher, in the first instance the complainant will need to write in confidence to the Executive Headteacher at the school. The Executive Headteacher will seek to resolve the issue informally before, if necessary, moving to Stage 3.

### **Stage Three: Appeal to Executive Headteacher**

If you are still unhappy after raising the complaint at Stage 2, you would need to inform the Executive Headteacher in writing. You may be asked and have the right to meet with the Executive Headteacher and explain your case. The Executive Headteacher will listen to you and will inform you in writing of their decision.

### **Stage Four: Appeal to Governing Body (Shura)**

The complainant needs to write to the Governing Body giving details of the complaint, why you are unhappy with the Executive Headteacher findings and ask that a complaints hearing be arranged with the Shura.

The Shura will meet between 11 and 21 school days from the receipt of your letter. You will have the right to be accompanied by one other person to meet the Shura. An Independent observer will form part of the Shura Panel that will consist of at least three people who have not been directly involved in the matters detailed when investigating your complaint. The Shura findings will be final and you will be informed in writing about the Shura's findings within 7 school days from the date of the hearing, Insha-Allah. The complainant, the Proprietors, Headteacher and the person complained about should all be given a copy of any findings and recommendations.

## Tayyibah Girls School –Complaints Form



### 1. Personal Particulars

<b>Name</b>			
<b>Address</b>			
<b>Telephone</b>		<b>Date</b>	
<b>Please Tick</b>	<input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Member of the community		

### 2. Complain/concern

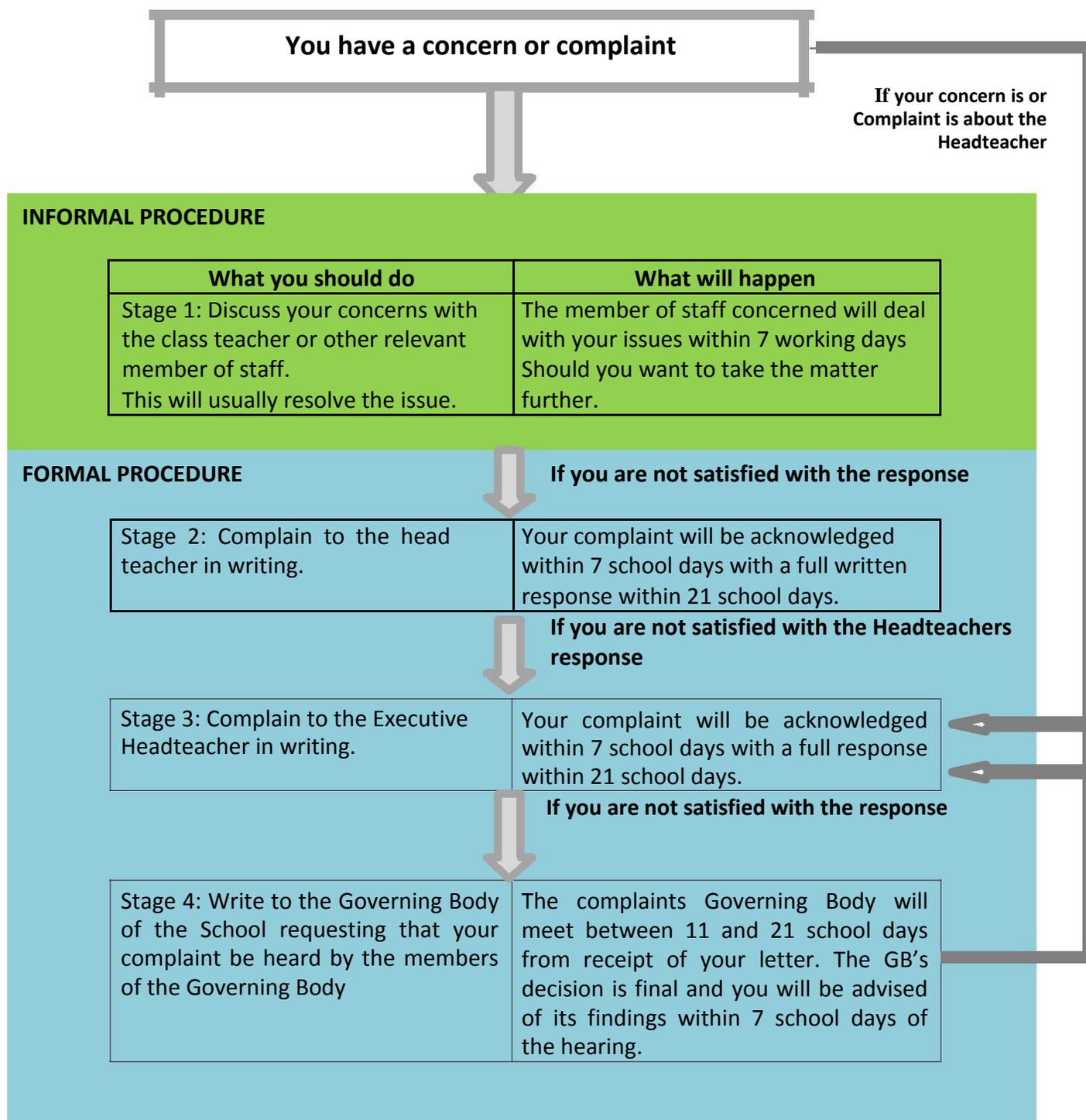
<b>Subject of complaint</b>	

*Please continue overleaf if necessary*

<b>Signature:</b>		<b>Date:</b>	
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<b>Office Use</b>	
<b>Name of staff handling issue:</b>	
<b>Action and outcome:</b>	

## Appendix A



## **Appendix B**

### **Remit of the Complaints Appeal Panel**

The panel can:

- Dismiss the complaint in whole or in part;
- Defend the complaint in whole or in part;
- Decide on the appropriate action to be taken to resolve the complaint;
- Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

### **Notification of the Panel's Decision**

The chair of the panel needs to ensure that the complainant and the head teacher are notified of the panel's decision in writing; this is usually within 14 days.

### **Record Keeping**

1. The panel will make findings and recommendations available:
  - by email or otherwise to the complainant and if relevant, the person complained about
  - on the premises, for inspection by the proprietor and head teacher
2. Records of all complaints will be kept indicating whether they were resolved at the initial stages or proceed to panel hearing.
3. All correspondence, statements, and records of complaints will be kept confidential.
4. Information about number of complaints registered under the formal procedure during the previous academic year will be available to parents and others on request.

### **Points to consider for Governing Body sitting on a Complaints Appeals Panel:**

- a) It is important that the appeal hearing is independent and impartial in every approach. No GB member may sit on the Panel if they have had prior involvement in the complaint or the circumstances surrounding it. In deciding the make-up of the panel, the committee needs to ensure that it comprises a cross section of the categories of the members and is sensitive to issues of race, gender and religious affiliation.
- b) The aim of the hearing, which should be held in private, will always be to resolve the complaint and achieve reconciliation between the school and the complainant. However it has to be recognized that the complainant may not always be satisfied with the outcome. In such circumstances efforts should be made to ascertain the facts and make recommendations which will satisfy the complainant and assure them that their complaint has been taken seriously.
- c) An effective panel will acknowledge that many complainants feel nervous and inhibited in a formal setting. Parents often feel emotional when discussing issues affecting their child. The Chair of the Panel will ensure that the proceedings are as welcoming as possible and the setting of the room appropriate and not unfavourable.
- d) The members sitting on the panel need to be aware of the entire complaints procedure.

**The Chair of the Panel must ensure:**

- a. No member of the panel has a vested interest in the outcome of the proceedings or any prior involvement in the matter
- b. The remit of the Panel is explained to the parties and each party has the opportunity to put their case forward without any undue interruption.
- c. Parents and others who may not be used to speaking at such a hearing are put at ease
- d. All issues are addressed
- e. Key findings of facts are made
- f. The hearing is conducted in an informal, yet structured manner with each party treating the other with respect and courtesy
- g. Each side is given the opportunity to state their case and ask questions
- h. Written material is seen by all parties.
- i. If a new issue arises all parties should be given the opportunity to consider and comment on it.
- j. The Panel should be open-minded and act independently