

# INSTITUTE OF ISLAMIC EDUCATION COMPLAINTS POLICY

<b>Document control</b> This policy has been approved for operation within the Institute of Islamic Education	
<b>Date of last review</b>	Nov 2021
<b>Date of next review</b>	Sep 2022
<b>Review period</b>	1 Year

## Contents

1. Statutory Guidance	3
2. Supporting Documents	3
3. Introduction	
4. Complaints Procedure	4
5. Stage 1 - Informal Resolution of Complaint or Concern	4
6. Stage 2 – Formal Complaint and Resolution	5
7. Stage 3 – Panel Hearing	5
8. Summary of Timescales for Response	6

## Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance: The standard about the manner in which complaints are handled is met if the proprietor ensures that a complaints procedure is drawn up and effectively implemented which deals with the handling of complaints from parents of pupils and which:

- (a) is in writing;
- (b) is made available to parents of pupils;
- (c) sets out clear time scales for the management of a complaint;
- (d) allows for a complaint to be made and considered initially on an informal basis;
- (e) where the parent is not satisfied with the response to the complaint made in accordance with sub-paragraph (d), establishes a formal procedure for the complaint to be made in writing;
- (f) where the parent is not satisfied with the response to the complaint made in accordance with sub-paragraph (e), makes provision for a hearing before a panel appointed by or on behalf of the proprietor and consisting of at least three people who were not directly involved in the matters detailed in the complaint;
- (g) ensures that, where there is a panel hearing of a complaint, one panel member is independent of the management and running of the school;
- (h) allows for a parent to attend and be accompanied at a panel hearing if they wish;
- (i) provides for the panel to make findings and recommendations and stipulates that a copy of those findings and recommendations is—
  - (i) provided to the complainant and, where relevant, the person complained about; and
  - (ii) available for inspection on the school premises by the proprietor and the head teacher;
- (j) provides for a written record to be kept of all complaints that are made in accordance with sub-paragraph (e) and (i) whether they are resolved following a formal procedure, or proceed to a panel hearing; and (ii) action taken by the school as a result of those complaints (regardless of whether they are upheld); and (k) provides that correspondence, statements and records relating to individual complaints are to 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.

## Supporting Documents

The following related information is referred to in this policy:

Education and Skills Act (2008)

## Introduction

This policy applies to the School and is available on the School's website and by request to Parents of current and prospective Students.

The School aims to resolve any complaints in a timely manner. Timescales for each stage are set out below in the relevant paragraphs. The School days refer to Monday to Friday, when the School is open during term time. The timescales may be extended outside of term time to allow for staff to be contacted. The dates of terms are published on the School's website.

## Complaints Procedure

### **Stage 1 - Informal Resolution of Complaint or Concern (Resolution normally within 5 working days)**

The Parents should, in the first instance, always approach the School, dealing directly with the appropriate member of staff who will make every effort to find a satisfactory resolution, normally within five School Days.

The appropriate members of staff are responsible for dealing with the following types of concern:

#### **Academic Matters** (The Heads of Department)

- Afternoon School - Deputy Head
- Islamic Studies - Head of Islamic Studies
- Hifz Studies - Head of Hifz

#### **Pastoral Matters**

- DSL, DDSL, Head of Boarding, Deputy Head of Boarding, Head of Pastoral at the School or The Form Tutor

#### **Finance Matters**

- Head of Finance or Deputy Head of Finance.

#### **Admin Matters**

- Business Manager or Deputy.

#### **General Matters**

- Head of Islamic Studies or Head of Hifz/Deputy Head of Boarding

The Executive Head may also be involved at this informal stage if this helps resolve the matter.

Should the matter not be resolved within five School Days, or Parents feel that a satisfactory resolution has not been reached, they should proceed with their complaint in accordance with Stage 2 of this procedure.

### **Stage 2 – Formal Complaint and Resolution (Resolution normally within 10 working days)**

If the complaint cannot be resolved on an informal basis, then Parents should set out their complaint in writing to the Executive Head. If the complaint is about the Executive Head, then it should be raised with the Chair.

In most cases, the Executive Head will meet with or speak to the Parents concerned to discuss the complaint, as soon as is reasonably practicable and within ten School Days.

It may be necessary for further investigations to be carried out, in which case the Executive Head will appoint a senior member of staff to investigate the matter. The senior member of staff may wish to speak with the Parents and with others who have knowledge of the circumstances. The outcome of the investigation will be reported to the Executive Head. Once the Executive Head is satisfied that, so far as is practicable, all the relevant facts have been established, a decision will be made and the Parents will be informed of the decision in writing.

The Executive Head's aim would be to inform the Parents of the outcome of the investigation and resolution of the complaint within one month of the receipt of the complaint (although any complaint received within the School holidays is likely to take longer to resolve owing to the unavailability of personnel).

The Executive Head will keep written records of all meetings and interviews held in relation to the complaint unless the complaint is about himself. In which case, records will be kept by the Chair.

Please refer to the section on Record of Complaints.

If Parents are not satisfied with the decision made by the Executive Head, they should proceed to Stage 3 of this procedure.

### **Stage 3 – Panel Hearing (Resolution normally within 13 working days)**

If Parents are not satisfied with the outcome of Stage 2 of this procedure, they should write to the Chair within seven School Days of the decision being made.

The Chair has been appointed by the Executive Board to arrange all hearings of the Complaints Panel. The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of two Executive Members not directly involved in the matters detailed in the complaint and one panel member who is independent of the management and running of the school.

The matter will only be considered if Stages 1 and 2 have been completed.

The Panel's task is to establish the facts surrounding the complaint that have been made considering the documents provided by both parties and any representations made by the Parents or the Executive Head.

The Chair, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 10 School Days of receipt of a request.

If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than three School Days prior to the hearing.

The Parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend but not a legal representative.

If possible, having heard the evidence from both parties, the Panel will resolve the Parents' concern immediately, without the need for further investigation.

Where further investigation is required, the Panel will decide how to carry out the investigation and may adjourn the hearing if necessary. After due consideration of all facts they consider relevant, the Panel will form a decision and may make recommendations, which it shall complete within seven School Days of the hearing.

If, after establishing the facts, the Panel consider that the complaint is valid, they will uphold the complaint.

If the Panel consider that the complaint is not valid, they will dismiss the complaint. They will base these decisions on the balance of probabilities.

The panel will make clear any recommendations or actions the school should take as a result of the complaint regardless of whether it has been upheld or not.

The Panel will write to the Parents informing them of its decision and the reasons for it.

The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the Parents (by email unless the Parents notify the Panel otherwise), the Executive Head, the Governors and, where relevant, the person of the complaint concerned. A copy will be kept on the School premises, for inspection by the Chair of Governors and the Executive Head. Complaints are to 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.

## Summary of Timescales for Response

The timescales for a response outlined below are 'within' the period shown but may be longer during the School holiday period to allow time for staff to be contacted:

### Complaint Stage Initial Response Resolution/Decision

- Stage 1 - 5 School Days
- Stage 2 - 10 School Days
- Stage 3 - 13 School Days (Panel Hearing) Outcomes: 7 School Days (After Panel Hearing)

If you are dissatisfied with the School's response to the complaint, you may, if you wish, complain to Ofsted:

Ofsted: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

General Helpline: 0300 123 1231

Text phone: 0161 618 8524

The School will maintain a written record of action taken by the School as a result of these complaints (regardless of whether they are upheld).

All concerns and complaints will be treated seriously and confidentially. A written record will be kept of all complaints by the Head and of whether they are resolved at the preliminary stage or proceed to a Panel hearing.

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 Education and Skills Act (2008) requests access to them.