



Complaints Procedure

School	Ysgol Treffynnon
Date policy approved and adopted	13 November 2025
Review frequency	3 Yearly
Next review date	12 November 2028
Chair of Governors	<i>N. Cellin</i>

Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format contact Miss Lynette Evans (01352 710011)

Contents

1.0 Introduction	3
2.0 When to use this procedure	3
3.0 Have you asked us yet?	4
4.0 What we expect from you	4
5.0 Our approach to answering your concern or complaint.....	4
6.0 Answering your concern or complaint	5
6.1 Stage A	5
6.2 Stage B	5
6.3 Stage C	6
7.0 Special circumstances	7
7.1 A governor or group of governors:.....	7
7.2 The chair of governors or headteacher and chair of governors:	7
7.3 Both the chair of governors and vice chair of governors:	7
7.4 The whole governing body:	7
7.5 The headteacher:	7
7.6 Withdrawn Complaints	8
7.7 Allegations of Criminal Activity	8
8.0 Our commitment to you.....	8
9.0 Recording, Reporting and Retention.....	8
10.0 Appendix A – Complaints Procedure for Students / Trefnidau Cwyno ar gyfer Disgyblion.....	10
11.0 Appendix A.....	11
12.0 Appendix B – Complaint Form (Fflurlen Cwyno)	13

1.0 Introduction

Ysgol Treffynnon is committed to dealing effectively with complaints. When dealing with complaints, staff and governors of Ysgol Treffynnon will conform to the Education Act 2002 Section 29 and adhere to Welsh Government Guidance published in December 2022. We aim to clarify any issues about which you are not sure. We will make every effort to put right any mistakes we have made and we will apologise for those mistakes. We aim to learn from mistakes and use that experience to improve what we do.

Ysgol Treffynnon promotes a culture of dignity and mutual respect for all. We operate a zero-tolerance approach to all forms of bullying, harassment, and discriminatory behaviour, in accordance with the Rights, Respect, Equality statutory guidance (Welsh Government, 2021).

Complaints that relate to bullying or harassment will be investigated under this procedure unless they meet the threshold for another statutory route such as safeguarding or disciplinary action. This reflects the school's commitment to ensuring that all students and staff feel safe, valued, and respected.

We have a zero-tolerance approach to all forms of bullying and harassment and promote respectful relationships between learners, parents, staff, and governors.

Our definition of a complaint is an expression of dissatisfaction in relation to the school or a member of its staff that requires a response from the school.'

This complaints procedure supports our commitment and is a way of ensuring that anyone with an interest in the school can raise a concern, with confidence that it will be heard and, if well-founded, addressed in an appropriate and timely fashion.

2.0 When to use this procedure

When you have a concern or make a complaint, we will usually respond in the way we explain below. Sometimes you might be concerned about matters that are not decided by the school, in which case we will tell you who to complain to. At other times you may be concerned about matters that are handled by other procedures, in which case we will explain to you how your concern will be dealt with.

The governing body ensures that this procedure is clearly publicised and easily accessible. The Complaints Procedure is:

- published on the school website
- referenced in the school prospectus
- included in the governors' annual report to parents/carers
- available in printed form from the school office upon request

If your concern or complaint is about another body as well as the school (for example the local authority) we will work with them to decide how to handle your concern.

3.0 Have you asked us yet?

If you are approaching us for the first time you should give us a chance to respond. If you are not happy with our response then you may make your complaint using the procedure we describe below. Most concerns can be settled quickly just by speaking to the relevant person in school, without the need to use a formal procedure.

4.0 What we expect from you

We believe that all complainants have a right to be heard, understood and respected. School staff and governors have the same right. We expect you to be polite and courteous. We will not tolerate aggressive, abusive or unreasonable behaviour.

Nor will we tolerate unreasonable demands, unreasonable persistence nor vexatious complaining. We have a separate policy to manage situations where we find that someone's actions are unacceptable.

5.0 Our approach to answering your concern or complaint

We will consider your concerns and complaints in an open and fair way.

At all times, the school will respect the rights and feelings of those involved and make every effort to protect confidential information.

Timescales for dealing with your concerns or complaints may need to be extended and we will notify you.

We may ask for advice from the local authority or diocesan authority where appropriate.

Some types of concern or complaint may raise issues that have to be dealt with in another way (other than this complaints policy), in which case we will explain why, and tell you what steps will be taken.

Complaints that are made anonymously will be recorded but investigation will be at the discretion of the school depending on the nature of the complaint.

The governing body may seek procedural or investigatory advice at any stage from the Local Authority School Improvement Service (LASIS) or, for schools with a religious character, the Diocesan Authority.

While such advice may assist with the investigation or hearing of a complaint, the statutory responsibility for determining the outcome rests with the governing body.

The school may also request the appointment of an independent investigator or external complaints panel if the complaint involves the whole governing body or where impartiality might otherwise be compromised.

6.0 Answering your concern or complaint

The chart in Appendix A shows what may happen when you make a complaint or raise a concern. There are up to three Stages: A, B and C. Most complaints can be resolved at Stages A or B. You can bring a relative or companion to support you at any time during the process but you will be expected to speak for yourself, unless you require special assistance. We also recognise that when the complainant is a pupil it is reasonable for the companion to speak on their behalf and/or to advise the pupil.

As far as possible, your concern or complaint will be dealt with on a confidential basis. However, there could be occasions when the person dealing with your concern or complaint will need to consider whether anyone else within the school needs to know about your concern or complaint, so as to address it appropriately.

If you are a pupil under 16 and wish to raise a concern or bring a complaint, we will ask for your permission before we involve your parent(s) or carer(s). If you are a pupil under 16 and are involved in a complaint in any other way, we may ask your parent(s) or carer(s) to become involved and attend any discussion or interview with you.

6.1 Stage A

If you have a concern, you can often resolve it quickly by talking to a teacher or [name of school's designated person]. You should raise your concern as soon as you can; normally we would expect you to raise your issue within 10 school days of any incident.

The longer you leave it the harder it might be for those involved to deal with it effectively.

If you are a pupil, you can raise your concerns with your school council representative, form tutor or a teacher chosen to deal with pupil. This will not stop you, at a later date, from raising a complaint if you feel that the issue(s) you have raised have not been dealt with properly.

We will try to let you know what we have done or are doing about your concern normally within 10 school days, but if this is not possible, we will talk to you and agree a revised timescale with you.

The person overseeing your concern or complaint will keep you informed of the progress being made. This person will also keep a log of the concern for future reference.

6.2 Stage B

In most cases, we would expect that your concern is resolved informally. If you feel that your initial concern has not been dealt with appropriately you should put your complaint in writing to the headteacher.

We would expect you to aim to do this within five school days of receiving a response to your concern as it is in everyone's interest to resolve a complaint as soon as possible. The form at Appendix A you may find useful. If you are a pupil we will explain the form to you, help you complete it and give you a copy.

If your complaint is about the headteacher, you should put your complaint in writing to the chair of governors, addressed to the school, to ask for your complaint to be investigated.

In all cases, the Headteacher can support you to put your complaint in writing if necessary.

If you are involved in any way with a complaint, the Headteacher will explain what will happen and the support that is available to you.

The Headteacher will invite you to discuss your complaint at a meeting. Timescales for dealing with your complaint will be agreed with you. We will aim to have a meeting with you and to explain what will happen, normally within 10 school days of receiving your letter. The school's designated person will complete the investigation and will let you know the outcome in writing within 10 school days of completion.

6.3 Stage C

If you still feel that your complaint has not been dealt with fairly, you should write, through the school's address, to the chair of governors setting out your reasons for asking the governing body's complaints committee to consider your complaint. You do not have to write down details of your whole complaint again.

If you need assistance instead of sending a letter or e-mail, you can talk to the chair of governors or [person designated by the school] who will write down what is discussed and what, in your own words, would resolve the problem and then be asked to sign them as a true record of what was said. We would normally expect you to do this within five school days of receiving the school's response. We will let you know how the complaint will be dealt with and will send a letter to confirm this. The complaints committee will normally have a meeting with you within 15 school days of receiving your letter.

The letter will also tell you when all the documentation to be considered by the complaints committee must be received. Everyone involved will see the documentation before the meeting, while ensuring that people's rights to privacy of information are protected. The letter will also record what we have agreed with you about when and where the meeting will take place and what will happen. The timescale may need to be changed, to allow for the availability of people, the gathering of information or seeking advice. In this case, the person dealing with the complaint will agree a new meeting date with you.

Normally, in order to deal with the complaint as quickly as possible, the complaints committee will not reschedule the meeting more than once. If you ask to reschedule the meeting more than once, the committee may think it reasonable to make a decision on the complaint in your absence to avoid unnecessary delays.

We aim to write to you within 10 school days of the meeting explaining the outcome of the governing body's complaints committee's consideration.

The governing body's complaints committee is the final arbiter of complaints.

7.0 Special circumstances

Where a complaint is made about any of the following the complaints procedure will be applied differently.

7.1 A governor or group of governors:

The concern or complaint will be referred to the chair of governors for investigation. The chair may alternatively delegate the matter to another governor for investigation. Stage B onwards of the complaint's procedure will apply.

7.2 The chair of governors or headteacher and chair of governors:

The vice chair of governors will be informed and will investigate it or may delegate it to another governor. Stage B onwards of the complaint's procedure will apply.

7.3 Both the chair of governors and vice chair of governors:

The complaint will be referred to the clerk to the governing body who will inform the chair of the complaints committee. Stage C of the complaint's procedure will then apply.

7.4 The whole governing body:

The complaint will be referred to the clerk to the governing body who will inform the headteacher, chair of governors, local authority and, where appropriate, the diocesan authority.

The authorities will agree arrangements with the governing body for independent investigation and consideration of the complaint.

7.5 The headteacher:

The concern or complaint will be referred to the chair of governors who will undertake the investigation or may delegate it to another governor. Stage B onwards of the complaints procedure will apply.

7.6 Withdrawn Complaints

If a complainant withdraws their complaint, the school will confirm this in writing and retain a record of the withdrawal. This ensures clarity for all parties and provides an auditable record should the matter later be revisited.

7.7 Allegations of Criminal Activity

Where an allegation indicates possible criminal activity, the complainant will be advised to refer the matter directly to the police. The school will also notify the Local Authority and, where appropriate, the Diocesan Authority. The governing body has no powers to investigate allegations of a criminal nature.

Any complaint involving alleged criminal behaviour by a member of staff, governor, or student will be reported immediately to the Headteacher (or Chair of Governors if the Headteacher is implicated) to ensure appropriate referral and safeguarding action.

8.0 Our commitment to you

In all cases the school and governing body will ensure that complaints are dealt with in an unbiased, open, and fair way.

We will take your concerns and complaints seriously and, where we have made mistakes, will try to learn from them.

If you need help to make your concerns known, we will try and assist you. If you are a young person and need extra assistance you may want to contact MEIC which is a national advocacy and advice helpline for children and young people. Advice and support can also be accessed from the Children's Commissioner for Wales.

All complaints will be managed impartially and without bias. No person who has had prior involvement in investigating or responding to a complaint will take part in any subsequent stage of the process.

To preserve independence, staff governors and the Headteacher will not serve as members of the Stage C Complaints Committee, and the governing body may co-opt an independent person or a governor from another school if appropriate.

9.0 Recording, Reporting and Retention

The school will keep a clear and accurate written record of all concerns and complaints received, including those that are anonymous, withdrawn, or resolved at an early stage.

These records will be retained in line with the school's Records Retention Schedule and the Freedom of Information Act 2000. They will be reviewed by the governing body

after seven years to determine whether continued retention is required.

A summary of the number and general nature of complaints will be provided annually to the Governing Body.

10.0 Appendix A – Complaints Procedure for Students / Trefnidau Cwyno ar gyfer Disgyblion

Have your say. Do you have a suggestion, concern or complaint?

By working together we can make a difference. We want you to feel safe and happy at school, but sometimes you may feel worried, have a concern or want to make a suggestion. We also want to hear about areas of school life that you enjoy and value.

If you are worried about something, please tell a member of staff straight away so that we can look into it. We will take your concerns and any issues that you raise very seriously.

If you don't want to raise the concern yourself, you can ask a member of the school council, a member of staff or someone else you trust to take the matter up on your behalf. Normally in this school the headteacher will do this.

When you raise a suggestion, concern or complaint:

- we will listen to everything you say
- we will ask you questions to help make things clear
- we will treat you fairly
- someone can help you, such as a parent/carer, friend, relative or someone else
- the person dealing with your concern will tell you what is happening.

Privacy

Usually, we will not tell anyone about what you say unless they are involved in dealing with your concern. Sometimes we will tell other people, for instance, if you or someone else is in danger of being hurt or upset. If this is the case, we will explain it to you.

When you have a concern or complaint against another person, then that person will normally have a right to be made aware of the concern or complaint and be allowed to give their side of the story.

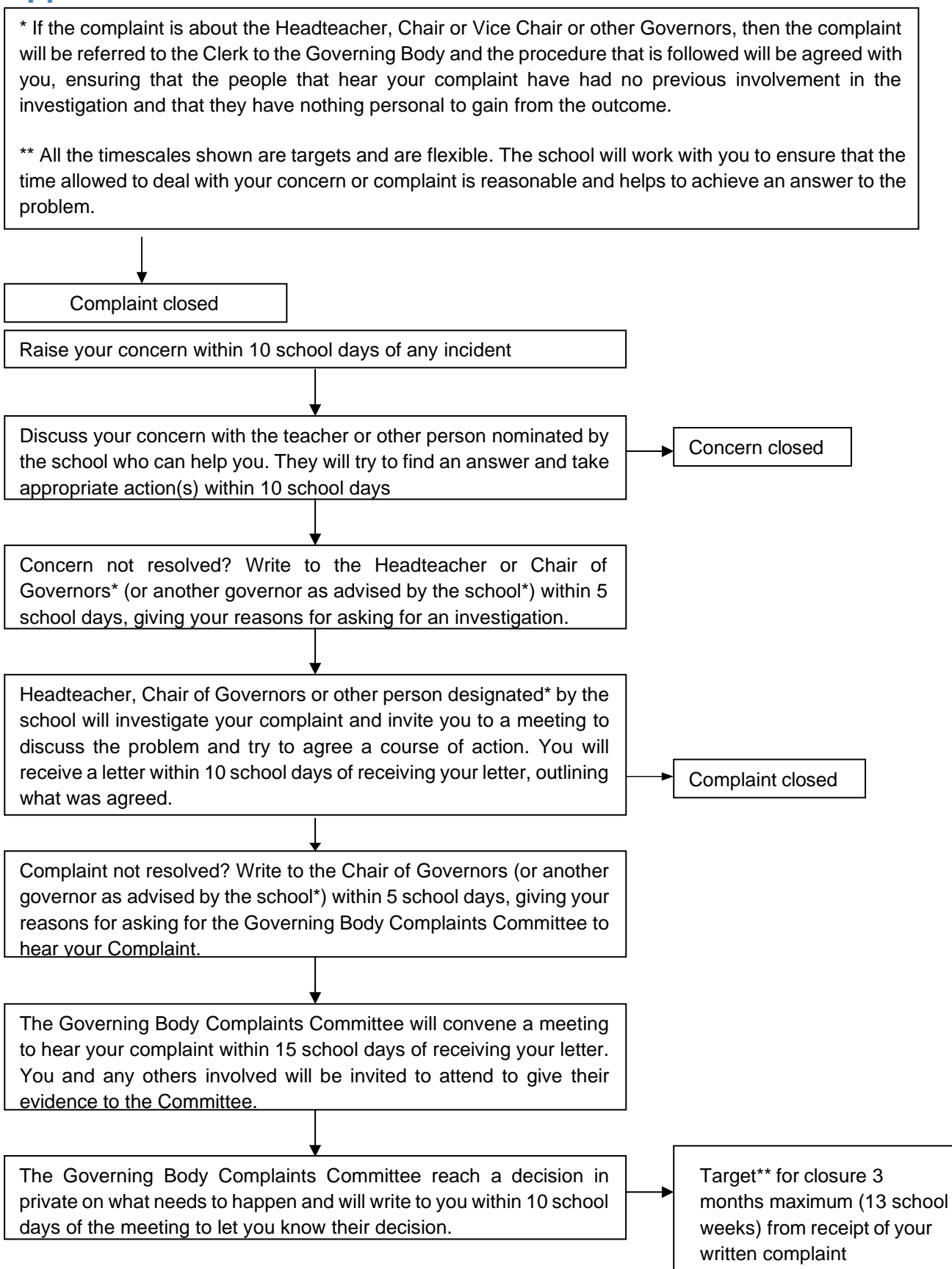
School council

If your concern or suggestion affects the whole school or a group of pupils, we might suggest that the school council considers it or you might want to ask the school council yourself.

We all want our school to be safe, caring and successful – the best it can be. With your help we can make it so.

11.0 Appendix

A.



12.0 Appendix B – Complaint Form (Fflurlen Cwyno)

The person who experienced the problem should normally fill in this form. Please note if you are making a complaint on behalf of someone else. Before taking forward the complaint we will need to be satisfied that you have the authority to act on behalf of the person concerned.

If you are a pupil, the school will explain this form to you, help you complete it if you wish and will give you a copy of it when it is completed.

Surname	Forename(s)	Title: Mr/Mrs/Ms/o ther
Address and postcode		
Daytime phone number	Mobile phone number	
e-mail address		
About your complaint (continue your answers on separate sheets of paper if necessary)		
Who or what are you complaining about?		
What do you think we / he / she / they did wrong or did not do?		

Describe how you have been affected.

When did you first become aware of the problem? If it is more than six weeks since you first became aware of the problem, please give the reason why you have not complained before.

What do you think should be done to put matters right?

Have you already put your complaint to a member of staff? If so, please give brief details about how and when you did so.

Signature of complainant:

Date:

Please send this form and any documents to support your complaint to



The Headteacher, Ysgol Treffynnon, Pen Y Maes Road, Treffynnon, Sir Y Fflint, CH8 7EN