

THE C&M
COLLEGE
NETWORK.

THE
CHEADLE
COLLEGE.

MARPLE
SIXTH FORM
COLLEGE.

Complaints Procedure

Process

Responsibility of:	Assistant Principal Quality, Teaching, Learning and Assessment
Editor:	Assistant Principal Quality, Teaching, Learning and Assessment
Inclusivity Assessed Date:	12/07/2013
Quality Impact Assessed Date:	12/07/2013
Supported by: Principalship	24/06/2016
Recommended by: Principalship	24/06/2016
Approved by Corporation:	05/07/2016
Review Interval (unless statutory changes apply)	2 years
Current Revision Date:	17/06/2016
Next Revision Date:	16/06/2018
Published as:	
Electronic Edition	<input checked="" type="checkbox"/>
Hard Copy Edition *	<input type="checkbox"/>

* Available in a range of different formats and languages on request

Amendments Since the Last Revision			
Section Number	Title	Amendment Summary / Reference	Date
Process	Responsibility & Editor, Accountabilities	Job title revision to: Assistant Principal Quality, Teaching, Learning and Assessment	17/06/2016
2.4	Principal Responsibilities	Added Draft a report for Corporation	17/06/2016
3	Complaints against Senior Post- Holders	Additional content section	17/06/2016
2.4 and Appendix	Accountabilities	Deputy CEO amended to Director of Finance & Resources	01/02/2018
2.3	Centre marking complaint	Added and approved by Principalship	12/02/2018
			Click here to enter a date.
			Click here to enter a date.

Contents

Process	2
Introduction.....	4
Associated Policies, Procedures and Protocols:.....	4
Scope:.....	4
Procedure:	5
1. Queries and Concerns:	5
2. Formal Complaints	5
3. Complaints Against Senior Post-Holders.....	6
Appendix:.....	7

Introduction

The Cheadle and Marple College Network consider complaints as an opportunity to receive valuable feedback. A complaint enables The C&M College Network to reflect, analyse and improve our service. We aim to ensure that all complaints are treated seriously and followed up in a sensitive manner.

Minimum standards include:

- To respond quickly and sensitively to any query, concern or complaint.
- To investigate a complaint thoroughly and without bias
- To provide the complainant with a prompt written response to the investigation findings
- To provide a means of appeal to the complainant
- To maintain records and provide reports of complaints for senior managers and College Committees

During development of these procedures consultation took place with a sample of those to whom it applies.

Associated Policies, Procedures and Protocols:

- Equality Policy & Procedures
- Grievance Procedure
- Safeguarding Policy & Procedures
- Employee Handbook

Scope:

The Complaints Procedure applies to all customers, contractors, employees, governors, students and visitors.

Specific accountabilities of parties are:

- The Principal holds ultimate accountability to ensure all complaints receive investigation, response and resolution
- The Assistant Principal Quality, Teaching, Learning and Assessment has responsibility for the application monitoring and revision of these procedures
- Senior Leaders are responsible for investigating complaints
- Corporation are responsible for approving the procedures and receiving an annual report of complaints compiled by the Quality Manager

Procedure:

1. Queries and Concerns:

1.0 Matters of concern can be raised informally with the person who is most likely to be able to help, e.g. a teacher, tutor, learning mentor, manager.

A query or concern can be raised to Reception colleagues who will ensure that matter is directed to the right person

2. Formal Complaints:

2.0 Complaints (expressions of dissatisfaction) may only concern actions or lack of action by The C&M College Network or individuals with reference to duties or responsibilities, as defined by relevant legislation, regulations and contractual agreements.

2.1 Formal complaints must be made in writing and addressed to:

The C&M College Network Principal & CEO
The Cheadle and Marple College Network
Cheadle Road
Cheadle Hulme
Cheshire
SK8 5HA

2.2 The complainant will be expected to state clearly the nature of the complaint and, if appropriate, provide copies of any related documentation.

2.3 The formal complaints procedure should be followed where a complainant is dissatisfied with the outcome of a review of Centre assessed marking. This only applies prior to external moderation.

2.4 The Principal will:

- Acknowledge receipt of the complaint without unreasonable delay, ideally within 3 working days
- Nominate a member of senior management (Principalship) to investigate the complaint. In case of a complaint against a member of Senior Management, the investigation will be carried out by the Assistant Principal Quality, Teaching, Learning and Assessment. A complaint against a Deputy Principal or Assistant Principal will be investigated by the Director of Finance & Resources (See appendix).
- Endeavour to provide a written response to the complaint within 10 working days and if this is not possible the Principal will provide the complainant with an interim statement
- Produce a termly report for the Principalship in conjunction with Quality Manager
- Produce an annual report for Corporation in conjunction with the Assistant Principal Quality, Teaching, Learning and Assessment

3. Complaints Against Senior Post-Holders

3.1 In the case of a Senior Post-Holder, the Senior Human Resources Officer will investigate the complaint and report back their findings to a panel with two Governor representatives. HR will give a recommendation.

Their recommendation may be one of the following:

- That the complaint should be upheld and action is recommended which may include, as appropriate, a disciplinary investigation. There is no right of appeal against this decision
- That some elements of the complaint are upheld and some elements are not
- That the complaint is not upheld. Should the Head of HR determine that the grievance was raised vexatiously, frivolously or maliciously, he/she may initiate a disciplinary investigation into the action of the employee who has raised the complaint

3.2 The Senior Human Resources Officer will inform the Senior Post-Holder of the decision (in writing) and the right of appeal, normally within twenty working days of the final complaint meeting.

3.3 Where a complaint is not fully upheld the Senior Post- Holder may appeal in accordance with this procedure. The decision will be confirmed in writing alongside the Right to Appeal. Any appeal will be heard by the Chair of Governors.

4. Appeal:

4.0 The operation of this Procedure does not remove the right of appeal. Appeals should be made to the Principal or, where the Principal has investigated the original complaint to the Clerk to the Corporation

4.1 The Principal or Clerk to the Corporation will acknowledge receipt of the complaint without unreasonable delay, ideally within 3 working days.

4.2 Upon further investigation the Principal or Clerk to the Corporation will endeavour to provide a written response to the continued concern within 10 working days.

4.3 If the above does not satisfactorily resolve the complaint the complainant may wish to approach those relevant bodies external to The C&M College Network such as the Department for Education (DfE).

Appendix: Formal Resolution

Decisions in relation to hearing formal complaints will be taken by the relevant member of the Senior Team or HR as illustrated below:

Complaint Against	Complaint Heard By	Appeal Heard By
Senior Post Holder	HR and two Governors	Chair of Governors
Deputy Principal or Assistant Principal	Director of Finance & Resources	Principal
Employees	Deputy or Assistant Principal	Principal or Director of Finance & Resources