



PLAYFORD
— COLLEGE —

PLAYFORD COLLEGE COMPLAINT & GRIEVANCE POLICY AND PROCEDURE

Version	Approved by	Approval date	Effective date	Next review
2.0	Playford College Board	5 th March 2022	5 th March 2022	March 2026

Procedure Statement

Purpose	The purpose of this Complaints and Grievance Policy is to provide parents, guardians and students with an opportunity to lodge a complaint and provide an avenue to facilitate a resolution.
Scope	This policy applies to all Playford College students, parents and staff.

Procedure Processes and Actions

Approval authority	Playford College Chairperson
Governing authority	Playford College Principal
Responsible officers	Chris Riemann/Racha Hammoud Makki

Complaint & Grievance Policy and Procedure

Procedure for Managing Parent Complaints

1. PURPOSE: A positive approach: Feedback and complaints about a school

Playford College is committed to maintaining a fair, respectful, and harmonious school environment. This policy provides a structured framework for managing complaints and grievances in a manner that is fair, timely, transparent, and consistent with procedural fairness.

The policy aims to:

- Provide a clear avenue for raising concerns
- Ensure complaints are handled efficiently and impartially
- Promote resolution at the earliest appropriate stage
- Maintain a safe and supportive environment for all members of the College community
- Strengthen relationships between the College and its community

It is recognized that, from time to time, complaints may be received by the College from parents (including guardians and any person with whom a student normally or regularly resides) in our community. This policy sets out guidelines and processes by which such matters can be addressed respectfully, fairly, in a non-adversarial manner, expeditiously and with sensitivity to all concerned.

The policy and procedures which follow seek to provide for the resolution of complaints by parents. For the purposes of this policy a 'complaint' can arise if a parent believes, in good faith and with supporting information, that the College has, for example:

- done something wrong
- failed to do something that it should have done
- acted unfairly, unreasonably, inappropriately or unprofessionally.

2. SCOPE

This policy applies to:

- Parents, guardians, and carers

- Students
- Staff and volunteers
- Board members
- Contractors and members of the College community



This policy and procedure do not address complaints relating to staff employment matters or grievances. These are managed through appropriate statutory and Enterprise Agreement provisions.

3. POLICY

Playford College is committed to:

1. A Partnership with parents, delivering education and care of the highest quality.
2. Ensuring that the College is a safe and fair place in which to work and study.
3. Actively promoting the development of positive and respectful relationships and seeking to minimize the incidence of conflict that might otherwise give rise to a complaint.
4. Encouraging, wherever possible, the resolution of complaints, if and when they arise, at the College level.
5. Supporting the right of parents to have their complaints listened to, taken seriously, in good faith and to be addressed and resolved fairly, reasonably and expeditiously.
6. Complying with all relevant statutory and legal requirements. These include, for example, but are not limited to: anti-discrimination and vilification laws, child protection laws and Family Court orders.

4. GUIDING PRINCIPLES

1. Parents are entitled to lodge a bona fide complaint with the School. This means that complaints should be lodged in good faith and without frivolous, malicious or vexatious intent.
2. Every reasonable effort will be made by the School and its representatives to ensure that a parent who lodges a complaint or anyone dealing with or involved in the complaint will not be treated unfairly, victimized, coerced or intimidated.
3. Communication and resolution processes should always be based on the parties acting in good faith, exercising good judgement, being honest and open, and focusing on the issue and not the person(s).
4. Each complaint is to be dealt with on its particular circumstances and merits and any settlements reached or determinations made through the resolution process will not necessarily constitute any binding precedent for future or similar cases.



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5. In responding to a complaint, informally or formally, every reasonable effort shall be made to ensure that natural justice and procedural fairness are afforded to all parties. This means, in practical terms, that:
 - a. all parties are entitled to be treated with respect and to be heard.
 - b. all parties should participate fully in the resolution process to achieve an outcome that is realistic and reasonable.
 - c. a person who is the subject of a complaint should be informed of the substance thereof and given a full opportunity to present their perspective.
 - d. all parties have a right to seek advice and support.
 - e. investigations and proceedings must be conducted fairly, thoroughly and without bias or undue delay.
 - f. parties should provide all relevant material, complete and factual information, documents or other evidence relating to the complaint.

5. PROCEDURE

A. Informal resolution of complaints wherever possible

1. Many concerns and complaints may be minor in nature, or readily resolved, and often arise from genuine misunderstandings and/or issues relating to communication. In the vast majority of cases, these can be satisfactorily resolved informally.
2. The College encourages and supports complainants, wherever possible and as soon as practicable after a matter becomes of concern, to seek to resolve a complaint in an informal and amicable manner. This is best done through direct communication/discussion by and between the parties themselves (e.g. a parent and teacher).
3. Formal procedures for the resolution of complaints should only be invoked when a matter is of a very serious nature and/or cannot be resolved by the parties themselves through informal means.

B. Formal and serious complaints- Managing Parent Complaints

1. Complaints that cannot otherwise be resolved informally as above or are of a serious nature may be formally referred in writing to the appropriate staff:
 - a. Class teacher or Curriculum Leader of the appropriate teaching faculty
 - b. Deputy Principal
 - c. Principal
2. In such instances, a parent may also seek advice or clarification from any of the aforementioned staff about the appropriate person(s) in the College to whom the complaint might best be directed.
3. As a general guide, complaints should be directed to the person with direct management oversight of the issues of concern. Concerns or complaints that are lodged with the Principal or Deputy Principal may be directed by them to the appropriate person for handling.
4. As soon as practicable after a formal written complaint has been lodged, a process will be initiated by the College to investigate the complaint.
5. The College may, at its discretion, determine the nature of investigation that is warranted.
6. The investigative process in relation to a formal complaint may include but not necessarily be limited to:
 - gathering relevant and material information relating to the complaint, meetings convened of the parties to discuss the complaint and to seek a resolution, and the use of an impartial or external investigator / mediator
 - if a resolution can't be found, a determination will be made by the College, based on thorough investigation, as to whether to uphold the complaint.
7. If the complaint is substantiated, the evidence is inconclusive or if the complaint is found to not be substantiated, all parties will be formally advised accordingly, along with any follow-up counselling or other actions as the parties agree and/or the College deems appropriate and necessary in all the circumstances.

C. Referral of a complaint to School Board

1. The College Board is not to be involved in the receipt, investigation or resolution of complaints unless they pertain to C2 and C3, as cited below:
2. In instances where a complaint is about the Principal, a person may, if they feel the matter cannot otherwise be resolved or feels it is appropriate to do so, lodge a formal complaint with the Chair of the College Board. In turn, and in consultation with the **Complainant, the Chair of the College Board will expeditiously take all reasonable steps to have the complaint fully investigated and to facilitate a resolution.**
3. Complaints specific to the governance role of the School Board or the conduct of the Board members should be lodged with the Chair of the School Board.

D. Referral of a complaint to an external authority

1. When a complaint is not or cannot be resolved within the College, the parties may seek the assistance of external professional agencies or other relevant judicial or quasi-judicial bodies in order that a further attempt can be made to resolve the matter. This is subject to the following important provisions:
 - a. The Association of Independent Schools of South Australia (AISSA) will not act as a mediator between parents and schools but if a matter remains unresolved, or parents feel that the school has failed to take their complaint seriously, AISSA may be able to provide general assistance to help parents understand the School's position.
 - b. Neither the South Australian Minister for Education and Child Development nor the Department for Education and Child Development has authority over the day to day operation of independent schools and therefore will not receive or consider any referral of a complaint regarding Playford College.



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E. Summary of escalation steps

In normal circumstances, the College will reinvestigate escalated issues of concern only where there are substantiated concerns about the process that was used to handle the complaint; and will not reinvestigate solely on the grounds that a complainant disagrees with the outcome.

- 1.** Informal resolution
- 2.** Formal complaint
- 3.** Second complaint, if not satisfied with how the complaint was handled
- 4.** Informal resolution
- 5.** Formal complaint

6. Confidentiality, Discretion, and the school's duty or obligation to notify or report

1. If a parent chooses to make a complaint without disclosing their identity, this will limit the options for proper and thorough investigation and resolution. It also raises issues in relation to procedural fairness for those who have a complaint made about them as they have a right to know the particulars of the complaint and to respond. The School therefore cannot guarantee that anonymous complaints can or will be dealt with. Complainants are always encouraged to identify themselves.
2. As far as possible and appropriate, due discretion will be respected and maintained by all parties throughout the resolution process, save where persons are required to be informed on a 'need to know' basis or where investigative, statutory or legal requirements stipulate that matters be disclosed, reported or discussed. Therefore, there can be no overriding legal obligation or right with respect to confidentiality.
3. Where complaints are made in circumstances where an alleged crime may have been committed or the matter falls under the Reporting Abuse and Neglect provisions, the Police or similar outside agencies (e.g. Child Abuse Report Line) will be contacted and formally advised.



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7. Withdrawal of a complaint

1. A parent may withdraw a complaint at any stage of the resolution process. If a complaint is withdrawn, the matter will be deemed to be closed, unless the College, at its discretion and in all the circumstances, wishes to continue to address a matter raised.

8. Record keeping by the school

1. Accurate, appropriate and secure records of all formal complaints submitted in writing will be kept at the School by the person(s) responsible for overseeing or managing the resolution process for a particular complaint.

9. Distribution of this Policy

1. This Policy, and any changes or updates thereto, is made available to all staff and parents of the school.

CONTACT DETAILS

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