

## Compliments and Complaints policy

Our company believes that parents are entitled to expect courtesy and prompt, careful attention to their individual needs and wishes. We hope that at all times you will be happy with the service provided and that you might like to voice your appreciation to the staff concerned.

Complaints will be dealt with professionally and promptly to ensure that any issues arising from these complaints are handled effectively and to ensure the welfare of all children.

In case of a concern relating to child protection, please refer to the Safeguarding & Child Protection Policy.

We welcome any suggestions from parents on how we can improve our services, and will give prompt and serious attention to any concerns that you may have by following our complaints procedure as outlined below:

### Complaints procedure

#### **Stage 1**

If any parent should have cause for concern or complaint, or any queries regarding the care or early learning provided by the provision they should in the first instance discuss this with their child's key person or a senior member of staff who will inform the Manager of the concern.

#### **Stage 2**

If the issue remains unresolved or parents feel they have received an unsatisfactory outcome, then these concerns must be presented in writing to the Manager. The Manager will then investigate the complaint and report back to the parent within five working days. This will be fully documented in the complaints log book and will detail the nature of the complaint and any actions arising from it.

(Most complaints are usually resolved informally at stage 1 or 2.)

#### **Stage 3**

If the matter is still not resolved, a formal meeting will be held between the Manager, parent and a senior staff member to ensure that it is dealt with comprehensively. A record of the meeting will be made along with documented actions. All parties present at the meeting will review the accuracy of the record, sign to agree and receive a copy, which will signify the conclusion of the procedure.

#### **Stage 4**

If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with OFSTED.

Parents are made aware that they can contact the above in all stages of complaints and are given information on how to contact them.

A record of complaints will be kept in the setting. The record will include the name of the complainant, the nature of the complaint, date and time complaint received, action(s) taken, result of any investigations and any information given to the complainant including a dated response.

Parents will be able to access this record if they wish to, however all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved. OFSTED will have access to this record at any time during visits to ensure actions have been met appropriately.

**Contact details for the regulator:** OFSTED: 0300 123 1231

Parents will also be informed if the setting is made aware that they are going to be inspected and after inspection will provide a copy of the report to parents and/or carers of children attending on a regular basis.

### Compliments:

We strive hard to ensure that all parents and carers are happy with our service and welcome positive feedback both verbally and in writing to this effect. With consent we may add such comments to our Facebook page, Website or other promotional material.

Dated: 31st July 2018