



Victor Harbor Community Kindergarten

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

Parent Compliant Procedures

Updated 22-2-2023

Purpose

At Victor Harbor Community Kindergarten, we believe parents are partners in the education of children. Regular two-way communication between parents/carers and the preschool, is essential in helping children achieve their potential. Our preschool is committed to ensuring that anyone with parental responsibilities for a young child can raise a concern or complaint, with confidence that it will be heard and responded to in an appropriate and timely fashion.

Procedure

GUIDING PRINCIPLES:

Safety of children is always the first priority. Our procedures are underpinned by the following principles:

- All persons in the Victor Harbor Community Kindergarten community including children, parents, staff and volunteers have the right to be treated with respect and courtesy in accordance with the preschool's values.
- Parents have the right to raise concerns and make enquiries or complaints about any aspect of preschool life.
- Information about how, where and to whom complaints can be made should be visible and accessible through preschool procedures.
- Complaints will be acknowledged and addressed promptly within specified timelines.
- Individual complaints will be assessed objectively and without bias using principles of natural justice.
- The rights and responsibilities of all parties will be considered and balanced in attempting to find a mutually acceptable outcome to complaints.
- The confidentiality of all parties will be maintained wherever possible.

Step 1: Talk to us

If your concern or complaint relates to an issue concerning your child's education or experiences you should talk to the teacher as soon as possible.

You may prefer to organise a mutually convenient time to meet the teacher rather than discuss the issue via a telephone conversation. You are welcome to bring a support person with you, if you wish. The role of the support person is to provide advice and support during the process and not to answer questions on behalf of any of the parties or interfere with the discussion.

Our staff will, following a direct complaint:

- Listen to the complaint
- Record what you say
- Identify actions to resolve the concern
- Let you know what will or has been done
- Get back to you to see how things are going
- If appropriate, refer the matter to the preschool director

If your concern has not been resolved following discussions with the staff member, you should contact the preschool director.

The preschool director will:

- acknowledge receipt of the complaint as soon as reasonably possible (within 5 school days)
- listen to the you
- provide support to you if necessary while the complaint is being considered
- investigate, consider and determine the most appropriate way to resolve the issue fairly and promptly
- consider relevant legislation, DfE policy and guidelines, preschool procedures
- inform you if there is a delay in the process
- ensure your complaint and the outcome is documented
- ensure that the outcome of the process is communicated to you verbally and, if appropriate, in writing including the right to refer the matter to the Parent Complaint Unit.

Please note:

Interpreters and Aboriginal Education Coordinators are available to assist parents in communicating with us. Please contact the Parent Complaints Unit.

Step 2: Contact the Parent Complaint Unit

If your complaint remains unresolved after working together with our preschool, you should submit, in writing, your complaint to:

Manager, Parent Complaint Unit

Level 6 / 31 Flinders Street

ADELAIDE SA 5000

Ph: 1800 677 435

Or by email to decd.parentcomplaint@sa.gov.au

You should include information about the complaint, including why it remains unresolved and an outline of what actions have been taken to resolve the complaint. You should also outline what you think a reasonable solution would be.

The Parent Complaint Unit, on behalf of the Chief Executive, will:

- acknowledge receipt of the complaint
- assess and make a recommendation to the Head of Schools or the Head of Child Development that:
 1. a review is not warranted and that you should be advised that no further action is considered necessary and that the complaint is now concluded; or
 2. a review is necessary; or
 3. the complaint should be referred to an external agency for investigation or review.

The Head of Schools or the Head of Child Development will review the advice and decide that the complaint (in full or in part):

- can be resolved (all parties agree on an appropriate response)
- should be dismissed (complaint is either unsubstantiated, vexatious, outside of reasonable expectations in relation to confidentiality, cooperation, courtesy and respect or is orientated towards conflict)
- remains unresolved and that an independent review by an external agency is required

Please Note:

Any written or verbal complaints that contain personal abuse, inflammatory statements, and comments of a threatening nature or intended to intimidate will not be addressed and the parent will be advised accordingly.

Parents can call the Parent Complaint Unit hotline at any stage on 1800 677 435 for information, advice and support.

In some circumstances it may be appropriate that a concern or complaint be escalated directly to Parent Complaint Unit. In these instances the parent will be advised of where the matter will be referred to and why.

*Parents can also contact the **Education and Early Childhood Services Registration and Standards Board of South Australia (EECSB)** Ph: 1800 882 413 or the State Ombudsman: www.ombudsman.sa.gov.au for information, advice, and support and in circumstances where the complaint remains unresolved.*

Requesting your identity to remain confidential:

Parents may request that their identity remain confidential when making a complaint. In this situation, every effort will be made to keep the parent's identity confidential but this may limit options for negotiating a resolution. (For example, an apology is unlikely to be forthcoming if the identity of the complainant is not known.) These circumstances also raise 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.

While every effort will be made to comply with a request to keep the parent's identity confidential, Freedom of Information requirements may result in a parent's identity becoming known.

Anonymous complaints:

Victor Harbor Community Kindergarten will assess every complaint that is made. The extent to which an anonymous complaint can be investigated will be limited, as preschool staff cannot liaise with the parent about the complaint. Anonymous complaints also raise issues in relation to natural justice for those who have a complaint made about them as they have a right to know the particulars of the complaint.

The Director will determine upon receipt of an anonymous complaint to what extent the complaint will be investigated. Where the complaint is in relation to a Director, the Assistant Regional Director will make the determination and for Regional Directors, the Head of Schools or the Head of Child Development will make the final decision.

Approaches that may be used to resolve a parent complaint:

Our preschool may take one of the following approaches to resolve a parent's concern or complaint:

- an acknowledgement that the complaint is valid and is worthy of investigation (overall or in part)
- identification of areas of agreement between the parties involved
- opportunities for all the parties involved to express their concerns, explain their point of view and clarify any misunderstandings
- acknowledgement that the situation could have been better handled (this does not constitute an admission of negligence)
- an opportunity for an apology
- recognition that the situation presents an opportunity for changes or alternate arrangements to be made to resolve the complaint
- discussion with the parties about the steps that will be taken to ensure that the event complained about will not reoccur
- An undertaking to review school policy, procedures or practices.

Additional Information

These procedures apply to parent concerns and complaints in relation to Victor Harbor Community Kindergarten. These procedures do not apply to matters where there are legislated requirements or existing policies and processes of appeal, such as:

- Concerns and allegations of misconduct by staff, volunteers and service providers (criminal matters, child protection, corruption, etc)
- Employee disputes and grievances. (Employees should refer to HR17 Complaints resolution for employees 2000 for these types of complaints.)

- Complaints or appeals relating to student suspension and expulsion
- Duty of care or mandatory reporting responsibilities
- Work, Health, Safety related issues
- Health support planning

Sources and Department Policies

- DfE Complaints management procedure
- DfE Complaints management policy
- DfE Feedback and complaints
- DfE Complaint resolution for employees policy
- DfE Information Privacy Principles Instructions (PDF, 644 KB)
- DfE Managing protections for teachers, staff and students procedure
- DfE Raising a complaint with the Department for Education
- DfE Strategies for dealing with unreasonable customer conduct

Legislation Requirements

- Section 172 Offence to fail to display prescribed information
- Section 174 Offence to fail to notify certain information to Regulatory Authority
- Regulation 168 Education and care service must have policies and procedures
- Regulation 170 Policies and procedures to be followed
- Regulation 171 Policies and procedures to be kept available
- Regulation 172 Notification of change to policies or procedures
- Regulation 173 Prescribed information to be displayed
- Regulation 176 Time to notify certain information to Regulatory Authority

Approved and Checked By

Review 2024 or as required
 Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
21-2-2023	<ul style="list-style-type: none"> • Made sure legislations were all included and made them clearer under a separate heading 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	