



## **MICHAEL PARK SCHOOL AND KINDERGARTEN BOARD OPERATIONAL POLICY**

### **CONCERNS & COMPLAINTS**

#### **Outcome Statement**

All complaints, concerns and incidents are attended to promptly, respectfully and professionally and seek to bring effective resolution to all parties concerned.

#### **Scoping**

In order to maintain a safe and comfortable environment for students, staff, parents / caregivers / whānau and members of the community, an accessible procedure for handling complaints and grievances will be implemented and maintained to provide an open and fair way of resolving issues and will comply with all relevant legislation.

#### **Delegations**

The board delegates to the principal full responsibility of ensuring processes are in place and operating effectively and adequately. In the event of a complaint or grievance concerning the principal, responsibility lies with the board chair.

#### **Expectations and limitations**

In complying with the policy, the principal shall not fail to:

- implement and maintain robust procedures to meet the policy requirements
- ensure that the process for complaints or grievances is clearly communicated
- all complaints will be acknowledged within 7 days
- report to the board as follows:
  - When receiving a complaint, the board must ensure that the complainant has previously followed the school's concerns and complaints procedure and that the complaint has been escalated to board level correctly.
  - Should the board receive a complaint regarding the principal or determine that any policy violation may have occurred, the board in the first instance will consider whether this may be dealt with in an informal manner (as per the employment agreement provisions that apply to the principal).
  - Where the board considers the degree and seriousness of the concern or any violation sufficient to warrant initiating a disciplinary or competency process, the board shall seek the support and advice in the first instance from an NZSTA adviser to ensure due process is followed.

**Procedures/supporting documentation**

Concerns and complaints procedure

Formal complaints procedure

Complaints flow chart

**Monitoring**

The principal shall maintain a register of complaints and resolutions and report to the board at least quarterly per annum outlining numbers of complaints, resolution success figures and any areas of concern for board deliberation.

Ratified by Board:

  
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Signed for BOT

Date: 25/11/2019

# Concerns and complaints flowchart

## Advice for students, staff, parents, whānau and community

