



## Complaints Policy

At TJ's Club (Hampshire) Ltd we aim to work in partnership with parents to deliver a high-quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. Our complaints policy will be made available to anyone requesting it. Records of all complaints will be retained for a period of at least three years. A summary of complaints is available for parents on request.

The directors will generally be responsible for dealing with complaints. If the complaint is about one of the directors, another senior member of staff will investigate the matter. Any complaints received about staff members will be recorded in the clubs log book. Any complaints made will be dealt with in the following manner:

### Stage one

Complaints about aspects of Club activity:

- The directors will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual staff member:

- If appropriate the parent will be encouraged to discuss the matter with staff concerned.
- If the parent feels that this is not appropriate, the matter will be discussed with the directors, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

### Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the directors, whom will:

- Acknowledge receipt of the letter within 7 days.
- Investigate the matter and notify the complainant of the outcome within 28 days.
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the Club's practices or policies as a result of the complaint.
- Meet relevant parties to discuss the Club's response to the complaint, either together or on an individual basis.

If child protection issues are raised, the situation will be referred to the Club's Child Protection Officer, who will then contact Social Care and follow the procedures of the **Safeguarding Children Policy**. If a criminal act may have been committed, the directors will contact the police.

### Making a complaint to Ofsted

Any parent or carer can submit a complaint to Ofsted about TJ's Club (Hampshire) Ltd at any time. Ofsted will consider and investigate all complaints.

Ofsted's address is: Ofsted, Royal Exchange Building, St Anne's Square, Manchester M2 7LA

Telephone: 0300 123 1231 (general enquiries)

0300 123 4666 (complaints)

This policy was adopted by: TJs Club	Date: May 2020
Signed: J Little	To be reviewed: May 2021

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Complaints [3.74-3.75]*.