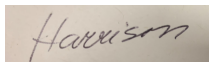


**Under Fives Roundabout  
Complaints Procedure  
Policy No: 1.7**

**Last reviewed: June 2024**

**To be reviewed by: June 2025**

**Responsible member of staff: Dana Harrison**

**Signed:**  ..... **Date: 17./06./2024....**

**Responsible member of committee:**

**Signed:** .....Sam Minnaar..... **Date:** ...24./...06./...2024...

## **Complaints procedure**

### **Statement of intent**

Under Fives Roundabout believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our groups and will give prompt and serious attention to any concerns about the running of our groups. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

### **Aim**

We aim to bring all concerns about the running of our groups to a satisfactory conclusion for all of the parties involved.

### **Methods**

To achieve this, we operate the following complaints procedure. We keep a 'summary log' of all complaints that reach stage 2 or beyond on a Complaints Summary Record form. This is kept in the filing cabinet in the office. It is available to parents as well as to Ofsted inspectors.

### *Making a Complaint*

#### Stage 1

Any parent who has a concern about an aspect of the Preschool/Toddler Group's provision first of all talks over his/her worries and anxieties with the Manager. Most complaints should be resolved amicably and informally at this stage.

#### Stage 2

If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to Stage 2 of the procedure, by putting the concerns or complaint in writing to the Manager and the Chair of the Management Committee, Under Fives Roundabout, Warwick Road, Cambridge CB4 3HN.

For parents who are not comfortable with making a written complaint, this may be completed with the Manager or the Chair of the Roundabout Committee and signed by the parent.

Written complaints from parents are stored in the child's personal file unless a full investigation is required, in which case it may be kept in a separate file.

When the investigation into the complaint is completed, the Manager meets with the parent to discuss the outcome.

When the complaint is resolved at this stage, the main points are logged in the Complaints Summary Record, which is stored in the office.

#### Stage 3

If the parent is not satisfied with the outcome of the investigation, he/she requests a meeting with the Manager or the Chair of the Roundabout Committee. The parent should have a friend or partner present if desired, and the Manager should have the support of a member of the Committee.

The discussion is recorded, as well as any actions to be taken. All of the parties present at the meeting sign the record and receive a copy of it.

This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage, the main points are logged in the Complaints Summary Record, which is stored in the office.

#### Stage 4

If at the Stage 3 meeting the parent and Under Fives Roundabout cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved.

Staff or volunteers within the Early Years Alliance or The Ombudsman's Advice Team are appropriate persons to be invited to act as mediators. Setting may seek advice from Local Authority Early Years Adviser.

The mediator keeps all discussion confidential. He/she can hold separate meetings with Roundabout personnel (Manager and Chair of the Committee) and the parent, if it is decided that this would be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice he/she gives.

### Stage 5

When the mediator has concluded his/her investigations, a final meeting between the parent, the Manager and the Chair of the Committee is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this decision. The mediator is present at the meeting if all parties think this will be helpful in reaching a decision.

A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

### Feedback

Feedback on any complaint, whatever stage it reached, will be given within 28 days by letter.

### **Records**

A record of complaints against our Groups and/or the children and/or the adults working in our Groups is kept in the office, including the date, the circumstances of the complaint and how the complaint was managed.

The outcome of all complaints is recorded in the Complaints Summary Record which is available to all parents and Ofsted inspectors on request from the staff.

### **The role of the Office for Standards in Education, Children's services and skills (Ofsted)**

Parents may approach Ofsted directly at any stage of this complaints procedure.

Where there seems to be a possible breach of the registration requirements, it is essential to involve Ofsted (the registering and inspection body with a duty to ensure the welfare requirements of the EYFS are adhered to). Contact details for Ofsted can be found below and are displayed on our notice boards.

If a child appears to be at risk. Under Fives Roundabout follows the procedures of the Local Area Safeguarding Children Committee. In these cases, both the parent and Under Fives Roundabout is informed, and Under Fives Roundabout works with Ofsted Local Safeguarding Team to ensure a proper investigation of the complaint, followed by appropriate action.

### **Useful Addresses:**

#### **OFSTED**

Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

The helpline number is **0300 123 1231**

The e-mail address is [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Roundabout's registration number is EY379489