



Complaints Procedure

At Wickham Montessori nursery we aim to provide a high quality service to both parents and children. If you are not completely satisfied with our service the following steps should be taken. Hopefully the matter can easily be sorted out at nursery level.

Stage One

If a parent/carer has a complaint about some aspect of the Setting's activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the individual concerned and/or the Manager. The Setting is committed to open and regular dialogue with parents/carers and the Setting welcomes all comments on its services. In the first instance, parents/carers are encouraged to speak directly to the relevant member of staff, if deemed appropriate. If not, the Manager should be approached and they will try to resolve the problem. If a satisfactory resolution cannot be found, then Stage Two of the procedure will formally come into operation.

Stage Two

If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, parents/carers should put their complaint in detail and in writing to the Wickham Montessori Manager. Relevant names, dates, evidence, and any other important information on the nature of the complaint should be included. If the Nursery Manager has good reason to believe that the situation has child protection implications, they will contact the Local Safeguarding Children Board, according to the procedure set out in the Child Protection policy. If any party involved in the complaint has a good reason to believe that a criminal offence has been committed, then they will contact the police. The Setting will acknowledge receipt of the complaint as soon as possible - within three working days at least - and fully investigate the matter within 15 working days. If there is any delay, the Setting will advise the parent/carer of this and offer an explanation. The Nursery Manager will be responsible for sending them a full and formal response to the complaint. The formal response to the complaint in writing from the Setting will be sent to the parent/carer concerned and copied to all relevant members of staff if appropriate. The response will include recommendations for dealing with the complaint and for any amendments to the Setting's policies or procedures emerging from the investigation. The Nursery Manager will arrange a time to meet the parent/carer concerned and any other relevant individuals, such as members of staff, to discuss the complaints and the Setting's response to it. The Nursery Manager will judge if it is best for all parties to meet together or if individual meetings are more appropriate.

Stage Three

If at the conclusion of this process parents/carers remain dissatisfied with the response they have received, the original complaint along with the Setting's response will be passed to the Registered Person who will adjudicate the case. The registered person will communicate a detailed response, including any actions to be taken, to both the Nursery Manager and the parents/carers concerned within 15 working days.

If the complainant is still not satisfied, they should contact OFSTED quoting the Registered number: **EY477379**

OFSTED

Tel: **0300 1231231**

All complaints made by the parents to the nursery will be stored on file as well as any investigations and follow up actions that the nursery may have taken, Ofsted will also be informed by us.