

	<b>Nga Tawa Diocesan School Board of Trustees Policy</b>
	<b>Concerns and Complaints</b>

## 1.0 OUTCOME STATEMENT

To meet the Board's obligation to respond fairly to concerns and complaints with respect to both complainants and respondents.

A concern is defined as an informal verbal complaint. A complaint is defined as a formal written complaint.

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

## 2.0 SCOPING

In order to maintain a safe and comfortable environment for all students, staff and visitors, 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.

## 3.0 DELEGATION

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.

## 4.0 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 and posted on the school website (if applicable)
- Ensure that the complainant has previously followed the school's concerns and complaints procedure before escalating to board level

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.

The board shall advise its insurance agent of any complaint escalated to the board.

Once the dispute Resolution Scheme comes into effect, in the event that a serious dispute is not able to be resolved, the board shall advise the parent of their right to apply to the Chief Referee for the dispute to be resolved by a dispute resolution panel.

## **5.0 PROCEDURES AND SUPPORTING DOCUMENTATION**

Concerns and Complaints Procedure

## **6.1 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.

## **7.0 RATIFICATION**

**Ratified by the Board of Trustees and Diocesan Trust Board**

**July 2024**

**Heidi Hitchman (Board of Trustees Chair)**

**Hayden Trotter (Diocesan Board Chair)**

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