



# ST EDMUND'S SCHOOL

## CANTERBURY

### Pupils' Worries and Complaints – Junior School

*Since the passage of the 1989 Children Act, each pupil in the school has been provided with a formal document advising on procedures to be followed in the event of worries or complaints. In essence, it offers protection to every pupil against occasional school problems, such as difficult relationships in a peer group, or with senior pupils or members of staff, or any behaviour that might be described as bullying. For information, what follows is the text of that document.*

#### **Worries and Complaints**

This sub-section is for your use. Read it and keep it safely. It explains what you can do if you feel worried about something and what you may do if you wish to complain about how you are, or have been, treated. If you misplace it and think there is something you need to complain about, you can get another copy from your form tutor. If you don't understand anything in this document, ask a member of staff or a friend to explain it to you.

There are two things to remember:

- (a) you may wish just to talk to someone
- (b) you may wish to make a complaint

*Either way this document will assist you to decide what to do.*

**Q** What do I do if I just want to talk to someone?

**A** Remember you have close friends who may be able to help, or an older boy or girl to whom you may feel you can turn. Your tutor, the Deputy Head in Junior School, your Houseparents or Matron are always ready to help; as is the Chaplain or any other member of staff (teaching or non-teaching, including domestic staff) whom you know and to whom you feel you can talk comfortably.

There may be times when you feel you can't talk to those around you - this is perfectly natural. Talk, telephone or write to any of the following:-

- **Your parents.**

- **The School Doctor**, Dr Thompson, **the Medical Centre Sister**, Sister Allison Hyde, or any other medical or nursing staff.
- **The School Counsellor** who can be contacted by asking your form tutor.
- **Mr Tom Witney**, 16 Meadow Road, Harbledown, Canterbury (tel: 01227 766215) - an independent listener, retired policeman and friend of the school.
- **Kent County Children's Social Services**, County Hall, Maidstone, Kent (tel: 03000 41 11 11). Ask for The Duty Officer, who should be able to direct you to the right person. Calls are best made between 8.30am and 5.00pm on weekdays. Email: socialservices@kent.gov.uk
- **Child Line**: 0800 1111.

**Q What happens if I want to make a complaint about something?**

**A** Sometimes you may feel that you would like to complain about something that is worrying you. This might be about how you are being treated. The first thing you should do is speak to any member of staff you trust (eg. your class teacher, tutor, Houseparents or Matron). You can take a friend with you if you wish - another pupil, an older pupil or another member of staff.

***It is particularly important for you to realise that if you are in trouble over something you can have your tutor, your Houseparents or a friend with you when you are talking with the Deputy Head or Head.***

If the matter can't easily be settled to your satisfaction then you can make a formal complaint. You will need to do this by:

- Writing to the Head, or telling your form tutor that you wish to make a formal complaint, then...
- He or she will write the complaint in their complaints book, then...
- You will receive a note from the Deputy Head saying that she has seen the complaint and that it is being attended to (where reasonable) within two school days (no more than seven days in the school holidays) of you making the complaint.
- You will be asked to talk the matter through with either the Deputy Head or the Head and you can have a friend with you who may be another pupil, a senior pupil, your Houseparents, your tutor or any member of staff. If, within two more days, you have not had the matter sorted out satisfactorily you may contact any of the people whose names are listed above with their addresses and telephone numbers. You can ask a parent or guardian for help with this.
- You do not have to inform staff or anyone else that you are complaining about them.
- Whoever you contact will speak to you at the school - again you can have a friend with you - and will advise you about what course seems sensible. At that stage it will be up to you to make a decision acting on his or her advice.

**Things that might make you unhappy or upset:**

- You feel that you have been treated unfairly or verbally abused by a member of staff in school or in class.
- You feel that a punishment is unjust or in some way not right.
- Another pupil has treated you unkindly.
- You are being bullied.
- You find it difficult to make friends.

- You think you are being discriminated against for any reason.
- You feel that no one understands the difficulties you are having with some of your work.
- Someone has hurt you or abused you or has made suggestions you think are not right.
- You feel the food you get is not as good as it should be.
- Someone is making fun of you.
- You feel that there isn't enough respect for your privacy.
- Someone has taken something of yours and hasn't returned it.
- You think you are being badly taught and you aren't getting a fair deal.
- ... or anything else you think is wrong

**Don't be afraid to complain.**

**It's your right to be treated properly.**

**It's your right to complain if you think you are not being treated fairly.**

**THESE GUIDELINES COMPLY WITH THE CHILDREN ACTS 2004 and 2006**

<b>Version Number</b>	<b>Date of Amendment</b>	<b>Signature</b>
1	June 2018	LJM/ EOC
2	September 2019	HEG

**Signed:** \_\_\_\_\_  
**Chairman of Governors**

**Date:** \_\_\_\_\_

**Review Date:** September 2020

