



Complaints Policy

At 1066 Kids Club 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 displayed on the premises at all times. Records of all complaints will be retained for a period of 10 years. A summary of complaints is available for parents on request.

The manager will generally be responsible for dealing with complaints. If the complaint is about the manager, the registered person or other senior member of staff will investigate the matter. Any complaints received about staff members will be recorded on an incident log and a complaints log will be completed. Any complaints made will be dealt with in the following manner:

Stage one

Complaints about aspects of Club activity:

- The manager 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 manager, who will then discuss the complaint with the individual concerned 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 manager. The manager will:

- Acknowledge receipt of the letter within 7 days and investigate the matter 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.
- Seek further advice or guidance where applicable from external agencies.

If child protection issues are raised, the manager will refer the situation to SPOA see **Safeguarding Children Policy**. If a criminal act may have been committed, the manager will contact the police.

Making a complaint to Ofsted

Any parent or carer can submit a complaint to Ofsted about 1066 Kids Club 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)

If your complaint refers to HAF Provision which is supported by ESCC this complaint will also be shared with them.

Policy Reviewed on 01.07.2020	Signed F H Simpson
Policy Reviewed 12/10/21 reviewed no adjustments 19/10/22 Reviewed no adjustments 13/09/23 Reviewed 19/06/24 Reviewed no adjustments 28/12/24 reviewed no adjustments 12.2.2025 Reviewed no adjustments May 2025	Signed: F H Simpson