

I. Complaints Policy

We aim to provide a high quality, efficient and accessible service to parents or carers and children. At regular intervals the management and staff meet to discuss and review the daily running of the Nursery, as well as possible improvements to the services offered by Nursery Village.

However, from time to time a complaint may arise about some aspect of the Nursery, an individual member of staff or even another parent or child. Usually it should be possible to resolve any problems informally, as soon as they occur.

Procedures

Stage One

Misunderstandings often arise through a simple breakdown in communication, and if we do not know of concerns, we can do nothing to resolve them. A straightforward informal discussion between those involved may be all that is needed to set things right. We hope that any issues of concern can be resolved at this stage.

If it is not possible to resolve the issue informally, there is a formal complaints procedure that must be followed.

Stage Two

Your complaint or concerns should be raised with the Nursery Manager or Company Director. You do not have to discuss the complaint with another staff member.

Contact the Nursery Manager and voice your complaint. They may deal with the complaint directly or call a meeting with other members of management and yourself, to discuss the complaint in detail.

If a meeting is called the Nursery Manager will investigate the complaint within 10 working days. If the complaint involves another parent/child/staff member they may be asked to attend as well, to answer appropriate questions. Any witness to the complaint or incident may also be called to attend the meeting. A written record of the meeting will be made.

Stage Three

If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, you should put your complaint in detail and in writing to the Registered Person for Nursery Village.

Relevant names, dates, evidence and any other important information on the nature of the complaint should be included.

Anyone can raise a complaint or concern confidentially via email:

complaints@Nurseryvillage.co.uk

We will acknowledge receipt of the complaint within 3 working days and fully investigate the matter within 10 working days. If there is any delay, we will advise you of this and offer an explanation. The Registered Person will be responsible for sending you a full and formal response to the complaint.

The formal response to the complaint will be sent to you 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 our policies or procedures emerging from the investigation.

The Registered Person will arrange a time to meet with you and any other relevant individuals, such as members of staff, to discuss the complaint and our response to it.

The Registered Person will judge if it is best for all parties to meet together or if individual meetings are more appropriate.

If you are still unhappy

If you are unhappy with the result, and your complaint relates to one or more of the Early Years Foundation State Safeguarding and Welfare Requirements, you may raise your complaint with OFSTED:

OFSTED
Applications, Regulatory and Contact (ARC) Team
Piccadilly Gate
Store Street
Manchester
M1 2WD

Phone: 0300 1231231
Website: www.ofsted.gov.uk

Further Information

- As a registered provider all written complaints relating to the Safeguarding and Welfare requirements must be investigated and the complainant notified of the outcome of the investigation within 28 days of having received the complaint.
- Registered providers must provide Ofsted, on request, with a written record of all complaints made during any specified period, and the action which was taken as a result of each complaint.
- The record of complaints will be kept for at least 3 years from the date of completion, or longer if there is an outstanding query.