

MOSSBOURNE FEDERATION

POLICY FOR DEALING WITH PERSISTENT OR VEXATIOUS COMPLAINTS/HARASSMENT

INTRODUCTION

The Principal and staff deal with specific complaints in accordance with the Federation's Complaints Procedure.

The majority of complaints lodged are handled in an informal manner and are resolved quickly, sensitively and to the satisfaction of the complainant.

However, there are occasions when complainants behave in an unreasonable manner when raising and/or pursuing concerns. The consequences are that the actions of the complainants begin to impact negatively on the day-to-day running of the academy and, directly or indirectly, on the overall well-being of the children or staff in the academy. In these exceptional circumstances, the academy may take action in accordance with this policy.

1. AIMS OF POLICY

1.1 The aims of this policy are to:

- uphold the standards of courtesy and reasonableness that should characterise all communication between the academy and persons who wish to express a concern or pursue a complaint;
- support the well-being of children, staff and everyone else who has legitimate interest in the work of the academy, including parents;
- deal fairly, honestly, openly and transparently with those who make persistent or vexatious complaints and those who harass members of staff of the academy while ensuring that other stakeholders suffer no detriment.

2. PARENTS' EXPECTATIONS OF THE ACADEMY

2.1 Parents and carers who raise either informal concerns or formal complaints with the academy can expect the academy to:

a) communicate to parents/carers verbally or in writing:

(i) how and when problems can be raised with the academy;

1

Title:	Complaints Policy	Last Federation Review Date:	October 2019
Written by:	AP	Central Governing Body Review:	October 2019

(ii) the existence of the academy's Complaints Procedure, and as necessary

(iii) the existence of the Policy for Dealing with Persistent or Vexatious Complaints and/or Harassment;

b) respond within a reasonable time, bearing in mind the priorities of academy staff towards meeting the needs of pupils within the academy;

c) be available for consultation within reasonable time limits, bearing in mind the priorities of academy staff towards meeting the needs of pupils within the academy and the nature of the complaint;

d) respond with courtesy and respect;

e) attempt to resolve problems using reasonable means in line with the academy's complaints procedure, other policies and practice and, in line with advice as appropriate, from the academy's legal advisor, inform complainants of progress towards a resolution of the issues raised.

3. THE ACADEMY'S EXPECTATIONS OF PARENTS AND CARERS

3.1 The academy can expect parents and carers who wish to raise possible problems with the academy to:

a) treat all academy staff with courtesy and respect;

b) respect the needs, well-being and rights of pupils, staff and parents in the academy and within academy hours;

c) respect the needs, well-being and rights of pupils, staff and parents beyond academy hours;

d) avoid any use, or threatened use, of violence to people or property;

e) avoid any intimidation, aggression, verbal or written abuse in any form (including use of electronic or social media);

f) recognise the time constraints under which members of staff in schools and academies work, and allow the academy a reasonable time to respond;

g) recognise that resolving a specific problem can sometimes take time;

h) follow the academy's Complaints Procedure in the case of a complaint;

2

Title:	Complaints Policy	Last Federation Review Date:	October 2019
Written by:	AP	Central Governing Body Review:	October 2019

i) respect the time allowance for dealing with a complaint by avoiding:

- seeking to involve* other persons linked to the school with the matter, or indirect matters, under review through the Complaints Procedure.
- seeking to involve* other persons in order to affect, or which can be perceived as intending to affect, the outcome of the Complaints Procedure.

* 'involving other persons, for the purpose of this policy, refers to seeking to contact other persons through direct or written contact, electronic and /or social media

4. WHAT IS A VEXATIOUS COMPLAINANT?

4.1 For the purpose of this policy, a vexatious complainant is a parent or carer who complains about issues, either formally or informally, or who frequently raises issues that the complainant considers to be within the remit of the academy, and whose behaviour is unreasonable. Such behaviour may be characterised by one or more of the following:

- a) actions which are obsessive, persistent, harassing, prolific, repetitious;
- b) prolific correspondence or excessive e-mail or telephone contact about a concern or complaint;
- c) requests for information which are excessive and unreasonable;
- d) an insistence upon pursuing unsubstantial complaints and/or unrealistic or unreasonable outcomes;
- e) an insistence upon pursuing complaints in an unreasonable manner;
- f) an insistence on only dealing with the Principal, on all occasions, irrespective of the issue and the level of delegation in the school to deal with such matters;
- g) a repeated failure, even upon being asked, to follow the academy's complaints policy
- h) an insistence upon repeatedly pursuing a complaint when the outcome is not satisfactory to the complainant but which cannot be changed: for example, if the desired outcome is beyond the remit of the academy because it is unlawful.

4.2 For the purpose of this policy, harassment is the unreasonable pursuit of such actions as in (a) to (h) above in such a way that they:

3

Title:	Complaints Policy	Last Federation Review Date:	October 2019
Written by:	AP	Central Governing Body Review:	October 2019

- a) appear to be targeted, over a significant period of time, on one or more members of academy staff and/or
- b) cause ongoing distress to individual member(s) of academy staff and/or
- c) have a significant adverse effect on the whole or parts of the academy community and /or
- d) are pursued in a manner which can be perceived as intimidating and oppressive by the recipient. This could include situations where persistent demands and criticisms, whilst not significantly taxing or serious when viewed in isolation, have a cumulative effect over time of undermining confidence, well-being and health.

5. THE ACADEMY'S ACTIONS IN CASES OF PERSISTENT OR VEXATIOUS COMPLAINTS OR HARASSMENT

5.1 In the first instance the academy or its representative will verbally inform the complainant that his /her behaviour is considered to be becoming, or has become, unreasonable or unacceptable and that action may be taken in accordance with this policy. The complainant will be advised to acquaint themselves with the policy.

5.2 The information given in 5.1 (the verbal information) will be confirmed by letter;

5.3 If the behaviour persists, or the behaviour requires immediate action, the academy will take some or all of the following actions, as necessary, having regard to the nature of the complainant's behaviour and the effect of this on the academy community and in line with **Department for Education Guidance, 27 November 2018: Controlling access to school premises:**

- a) inform the complainant by letter that his/her behaviour is now considered by the school to be persistently unreasonable and /or unacceptable and therefore falls under the terms of this policy;
- b) inform the complainant that all further meetings with a member of staff will be conducted with a second person present, and that notes of meetings may be taken by each party, in the interests of all parties;
- b) inform the complainant that, except in exceptional circumstances, all routine communication with the complainant to the school will be by letter only;
- c) In the case of physical or verbal intimidation or aggression, advice will be sought from

Title:	Complaints Policy	Last Federation Review Date:	October 2019
Written by:	AP	Central Governing Body Review:	October 2019

professional or legal services, the CEO and Governing Body informed, and the complainant warned that a ban from the school site may or will be imposed;

e) In the case of physical or verbal aggression, or the communication of unfounded /false allegations to members of the school community (including other parents), or the wider community, advice will be sought on pursuing a case under Anti-Harassment legislation;

f) Advice will be sought from the legal advisor regarding specific procedures for dealing with further complaints from the complainant, i.e. the complainant will deal directly with a third person, identified by the Principal or Governors, who will investigate in liaison with appropriate school staff and determine whether, or not, the new concern / complaint is reasonable or vexatious. The third person will advise the Principal accordingly.

Thus, based on 5.3f, legitimate new complaints may still be considered even if the person making them is, or has been, subject to the Policy for Dealing with Persistent or Vexatious Complaints and/or Harassment. The academy may be advised by its legal advisor.

If a complainant's persistent complaining/harassing behaviour is modified and is then resumed, at a later date but within a reasonable period of time, the academy may resume the process identified above at an appropriate level. In these circumstances advice may be sought from the legal advisor.

If the child or young person related to the complainant, has been placed in the school by a Local Authority through an Education, Health and Care Plan (EHC Plan), then the procedure and actions given above will be shared with the Local Authority SEN Case Officer.

5.7 Some cases of persistent or vexatious complaints or harassment may impact on the effective education of the child or young person and / or with the effective education of other pupils within the school. In such cases, discussion will be sought with parents and a third party. If the child or young person has an EHC Plan, discussion will take the form of written /verbal communication, early review or emergency meeting with the LA.

7. REVIEW

7.1 The academy will review as appropriate, and at a minimum every two years, any sanctions applied in the context of this policy.

Title:	Complaints Policy	Last Federation Review Date:	October 2019
Written by:	AP	Central Governing Body Review:	October 2019