

SRE Complaint Handling Policy and Procedures

1. Introduction

1.1 Purpose

This policy and procedure is intended to ensure that we handle complaints fairly, efficiently and effectively.

Our complaint management system is intended to enable us to respond to issues raised by parents/carers, public school staff and SRE personnel, making complaints in a timely way.

This policy provides guidance to our staff and people who wish to make a complaint on the key principles and concepts of our complaint management system.

1.2 Scope

This policy and procedure applies to all staff receiving or managing complaints about the provision of Christian SRE in public schools.

It also aims to inform complainants about our complaint handling policy and procedures.

1.3 Organisational commitment

This organisation expects staff at all levels to be committed to fair, effective and efficient complaint handling. The following table outlines the nature of the commitment expected from staff and the way that commitment should be implemented.

2. Terms and Definitions

Complaint

Expression of dissatisfaction made to or about

- the provision of SRE,
- SRE volunteers, or
- issues between the School and the SRE coordinator or volunteers

where a response or resolution is explicitly or implicitly expected or required.

Note: If your complaint is about the SRE curriculum material, your complaint should be directed to the

relevant curriculum provider. Complaints about SRE Boards should be directed initially to the chair of the SRE Board.

A complaint covered by this Policy is distinguished from:

- staff grievances [see our grievance policy]
- professional standards breaches [please contact our Professional Standards office direct on 1800 774 945.or by email at dps@newcastleanglican.org.au]
- requests for information.

Dispute

An unresolved complaint escalated either within or outside of our organisation.

Feedback

Opinions, comments and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about us, about our services or complaint handling where a response is not explicitly or implicitly expected or legally required.

Policy

A statement of instruction that sets out how we should fulfil our vision, mission and goals.

Procedure

A statement or instruction that sets out how our policies will be implemented and by whom.

3. Guiding Principles



3.1 Facilitate complaints

People focus

We are committed to seeking and receiving feedback and complaints about our services, systems, practices, procedures, and complaint handling. Any concerns raised in feedback or complaints will be dealt with within a reasonable time frame.

People making complaints will be:

- provided with information about our complaint handling process
- listened to, treated with respect by staff and actively involved in the complaint process where possible and appropriate, and

- provided with reasons for our decision/s and any options for review.

No detriment to people making complaints

We will take all reasonable steps to ensure that people making complaints are not adversely affected because a complaint has been made by them or on their behalf.

No charge

Complaining to us is free.

3.2 Respond to complaints

Responsiveness

We will promptly acknowledge receipt of complaints (within 14 working days wherever possible).

We will assess and prioritise complaints in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security the response will be immediate and will be escalated appropriately.

We are committed to managing people's expectations, and will inform them as soon as possible, of the following:

- the complaints process
- the expected time frames for our actions
- the progress of the complaint and reasons for any delay
- their likely involvement in the process, and
- the possible or likely outcome of their complaint.

We will advise people as soon as possible when we are unable to deal with any part of their complaint and provide advice about where such issues and/or complaints may be directed (if known).

We will also advise people as soon as possible when we are unable to meet our time frames for responding to their complaint and the reason for our delay.

Objectivity and fairness

We will address each complaint with integrity and in an equitable, objective and unbiased manner.

Conflicts of interests, whether actual or perceived, will be managed responsibly.

Responding flexibly

Our staff are empowered to resolve complaints promptly and with as little formality as possible. We will adopt flexible approaches to service delivery and problem solving to enhance accessibility for people making complaints and/or their representatives.

We will assess each complaint on its merits and involve people making complaints and/or their representative in the process as far as possible.

Confidentiality

We will protect the identity of people making complaints where this is practical and appropriate.

3.3 Manage the parties to a complaint

Complaints involving multiple agencies

Complaints where a complaint involves multiple organisations, we will work with the other organisation/s where possible, to ensure that communication with the person making a complaint and/or their representative is clear and coordinated.

Subject to privacy and confidentiality considerations, communication and information sharing between the parties will also be organised to facilitate a timely response to the complaint.

Empowerment of staff

All staff managing complaints are empowered to implement our complaint management system as relevant to their role and responsibilities.

Staff are encouraged to provide feedback on the effectiveness and efficiency of all aspects of our complaint management system.

Managing unreasonable conduct by people making complaints

We are committed to being accessible and responsive to all people who approach us with feedback or complaints. At the same time our success depends on:

- our ability to do our work and perform our functions in the most effective and efficient way possible
- the health, safety and security of our staff, and
- our ability to allocate our resources fairly across all the complaints we receive.

When people behave unreasonably in their dealings with us, their conduct can significantly affect the progress and efficiency of our work. As a result, we will take proactive and decisive action to manage any conduct that negatively and unreasonably affects us and will support our staff to do the same in accordance with this policy.

4. Complaint management system

4.1 Introduction

When responding to complaints, staff should act in accordance with our complaint handling procedures as well as any other internal documents providing guidance on the management of complaints. Staff should also consider any relevant legislation and/or regulations when responding to complaints and feedback.

The five key stages in our complaint management system are set out below.

4.2 Receipt of complaints



Unless the complaint has been resolved at the outset, we will record the complaint and its supporting information.

The record of the complaint will document:

- the contact information of the person making a complaint
- issues raised by the person making a complaint and the outcome/s they want
- any other relevant information and

4.3 Initial assessment and addressing of complaints

Initial assessment

After acknowledging receipt of the complaint, we will confirm whether the issue/s raised in the complaint is/are within our control. We will also consider the outcome/s sought by the person making a complaint and, where there is more than one issue raised, determine whether each issue needs to be separately addressed.

When determining how a complaint will be managed, we will consider:

- How serious, complicated or urgent the complaint is
- Whether the complaint raises concerns about people's health and safety (including spiritual and emotional well being)
- How the person making the complaint, (or for whom the complaint is made) is being affected
- The risks involved if resolution of the complaint is delayed, and
- Whether a resolution requires the involvement of other organisations.

Addressing complaints

After assessing the complaint, we will consider how to manage it. To manage a complaint we may:

- Give the person making a complaint information or an explanation
- Gather information from the product, person or area that the complaint is about, or
- Investigate the claims made in the complaint.

We will keep the person making the complaint up to date on our progress, particularly if there are any delays. We will also communicate the outcome of the complaint using the most appropriate medium. Which actions we decide to take will be tailored to each case and take into account any statutory requirements.

Timing

- initial response within 14 working days
- aim for resolution within 30 days (ie one month)

If this is not possible, we will aim to ensure good communication as to the reason(s) for any delays.

4.4 Providing reasons for decisions

Following consideration of the complaint and any investigation into the issues raised, we will contact the person making the complaint and advise them:

- the outcome of the complaint and any action we took
- the reason/s for our decision
- the remedy or resolution/s that we have proposed or put in place, and
- any options for review that may be available to the complainant, such as an internal review, external review or appeal.

If in the course of investigation, we make any adverse findings about a particular individual, we will consider any applicable privacy obligations under the *Privacy and Personal Information Protection Act 1998* and any applicable exemptions in or made pursuant to that Act, before sharing our findings with the person making the complaint.

4.5 Closing the complaint, record keeping and review

We will keep comprehensive records about:

- How we managed the complaint
- The outcome/s of the complaint (including whether it or any aspect of it was substantiated, any recommendations made to address problems identified and any decisions made on those recommendations, and
- Any outstanding actions that need to be followed up.

We will ensure that outcomes are properly implemented, monitored and reported to the complaint handling manager and/or senior management.

4.6 Alternative avenues for dealing with complaints

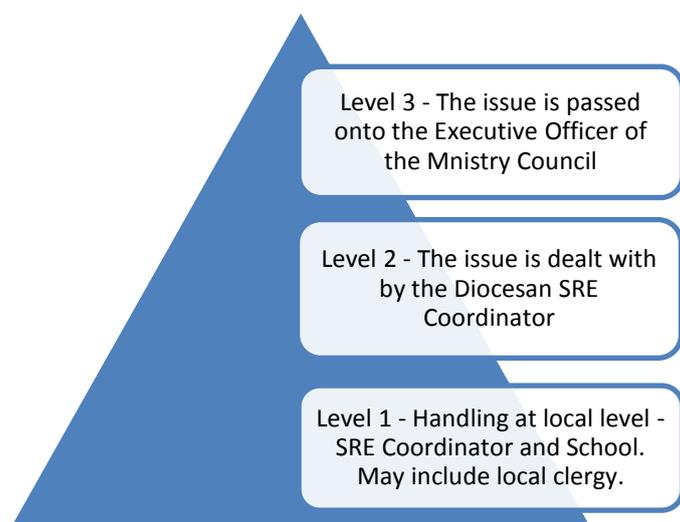
Where you believe the complaint involves a breach of professional standards by an Anglican volunteer you are requested to make contact immediately with the Diocesan Professional Standards Department - 1800 774 945.or by email at dps@newcastleanglican.org.au

4.7 The three levels of complaint handling

We aim to resolve complaints at the first level, the frontline.

Where this is not possible, we may decide to escalate the complaint to a more senior officer within Anglican Diocese. This will mean the Diocesan SRE Coordinator will review the complaint, discuss the matter with parties, and may seek external advice.

Where the matter has not been resolved or a party is dissatisfied with this outcome, the complaint will then be raised to a senior Diocesan level, and may include reference to other bodies as appropriate.



5. Accountability and learning

5.1 Analysis and evaluation of complaints

We will ensure that complaints are recorded in a systematic way so that information can be easily retrieved for reporting and analysis.

Both reports and their analysis will be provided to the Anglican Diocese of Newcastle's Bishop and Diocesan Chief Executive.

5.2 Continuous improvement

We are committed to improving the effectiveness and efficiency of our complaint management system. To this end, we will:

- support the making and appropriate resolution of complaints
- implement best practices in complaint handling
- recognise and reward exemplary complaint handling by staff
- regularly review the complaints management system and complaint data, and
- Implement appropriate system changes arising out of our analysis of complaints data and continual monitoring of the system.

6. Policy Administration

Effective from	30 th October 2018
Approved by	Bishop Sonia Roulston
Policy Administrator	SRE Co-ordinator
Application	SRE
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