

Complaints Policy : School Community

Rationale:

Hagley's values are central to everyone in our school: whakawhirinaki [trust], whakamarumarū [responsibility], tika [integrity], mana [respect]. Hagley actively promotes a positive culture where students and staff are expected to engage in respectful relationships with each other. We value a restorative approach in resolving concerns or complaints.

We respect complaints that may be raised by parents or caregivers, students and community members. We are keen to listen and learn from any valid concerns raised to make our school a safer and stronger environment.

This policy is intended for our school community: parent/caregiver/whanāu, student, member of the community.

Objectives:

- To ensure supportive action – the focus is on positive resolution
- To ensure that a problem, concern or complaint is investigated sensitively, objectively and in a timely way
- To have clear procedures/guidelines about how a concern or complaint can be raised
- To be impartial and consistent

Guidelines:

1. In the event of a concern or complaint, we aim to resolve the issue in a low level way in the first instance.
2. Take your concern to the appropriate person at the earliest possible convenient time. If you are not sure whom to go to, start with the teacher, tutor, or Director of Students, the Deputy Principal : Student Wellbeing, or the Deputy Principal : Staff Wellbeing. They will help you identify the best place to start.
3. Take your concern directly to the school, not via social media.
4. In keeping with our values, the concern or complaint will be managed in a restorative manner in which we work together in good faith to resolve the matter. We will keep a record of the concern or complaint and the outcome.
5. If the concern or complaint is not resolved, it is appropriate to seek advice from the Director of Students, the Deputy Principal : Student Wellbeing, or the Deputy Principal : Staff Wellbeing, in regard to the appropriate procedure.

Related documentation:

- Hagley College Harassment Prevention and Response Policy

Approved by: StGarden

Designation: BOI Chairperson

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Review date: 2 years