

## Complaints Policy of Halesowen College

Halesowen College views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person or organisation that has made the complaint.

### Our Policy

- To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint.
- To publicise the existence of our complaints procedure so that people know how to contact us to make a complaint.
- To make sure everyone at Halesowen College knows what to do if a complaint is received.
- To make sure all complaints are investigated fairly and in a timely way.
- To make sure that complaints are, wherever possible, resolved and that relationships are maintained.
- To gather information which helps us to improve what we do.

### Definition of a Complaint

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of Halesowen College.

### Types of Complaint

Any student, member of staff or member of the public is entitled to make a complaint or express concerns.

Students should refer to the Student Guide and talk to their personal coach in the first instance whenever this is appropriate.

Staff should follow appropriate College policies available on the staff hub.

A written complaint (via letter or email) must be lodged with the Principal's Office.

The College has a Whistleblowing Policy and Procedure in place for appropriate concerns to be raised.

Any complaints concerning safeguarding issues including PREVENT (anti-terrorism and anti-radicalisation strategy) will be handled in accordance with the Safeguarding Policy and any other relevant College policies.

### Confidentiality

All complaint information will be handled sensitively, telling only those who need to know and following any relevant data protection and other statutory requirements.

### Review

Complaints and suggestions will be reviewed termly by the College Leadership Team with a view to improving the service. The College will conduct surveys throughout the year to monitor satisfaction. This policy will be reviewed annually.

## Publicised Contact Details for Complaints

Written complaints may be sent to Halesowen College at Whittingham Road, Halesowen, West Midlands B63 3NA or by email to [info@halesowen.ac.uk](mailto:info@halesowen.ac.uk).

## Resolving Complaints

In many cases, a concern is best resolved by the person responsible for the issue raised. If a verbal/informal complaint has been received by that person, they may be able to resolve it swiftly and informally and should do so if possible and appropriate. Any complaints relating to safeguarding issues must be reported to the Safeguarding and Inclusion Manager without delay. Should a complaint involve tuition fees or any other payment due to the College the Finance team will be informed and credit control actions suspended whilst the complaint is investigated.

All formal complaints will be logged by the Principal's Office and will be investigated by the most appropriate manager; Faculty Director or Manager of Business Support area. If a complaint is potentially of a more serious nature, this may be escalated to the Deputy or Vice Principal for action. All complainants will be treated with courtesy and respect. No complainant will be discriminated against. Records of all complaints shall be maintained by the Principals Office including copies of all correspondence.

Complaints should be acknowledged within three working days in writing (via letter or email). The acknowledgement should say who is dealing with the complaint and when the person complaining can expect a reply. A copy of this complaints policy should be attached along with a compliment, complaints, and suggestions leaflet as appropriate. All correspondence with the complainant should be through the Principal's Office.

Ideally complainants should receive a definitive reply within a week in writing (via letter or email). If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.

If the complainant is unhappy with the College's response, they may contact the College again via the Principal's office, and the concerns will be reviewed by the Deputy Principal or Vice Principal (unless they have already been involved).

If the complainant feels that the problem has not been satisfactorily resolved they may contact the Education and Skills Funding Agency. Employers and students may seek to resolve queries or make complaints about Further Education or apprenticeships, including the quality of the provision, through the ESFA Complaints will be accepted in writing or by email. Details can be found on the website:

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency/about/complaints-procedure>

The email address for the ESFA is [complaints@ESFA@educaion.gov.uk](mailto:complaints@ESFA@educaion.gov.uk)

Postal address is

Complaints team  
Education and Skills Funding Agency  
Cheylesmore House  
Quinton Road  
Coventry  
CV1 2WT

The ESFA will reply to let the complainant know what will happen next. If the response is unsatisfactory the Department for Education should be contacted.

Students on a Higher Education course may contact the Office of the Independent Adjudicator for Higher Education (OIAHE) once the internal complaints process has been exhausted.

Complaints can be made to OIAHE by visiting their website [www.oiahe.org.uk](http://www.oiahe.org.uk) and complete the e-form.

#### Review

Reviewed/Approved	By	Date
Updated by	Jacque Carman	10.4.19