



Title:	Complaints Handling Guide
Summary:	Summary of the complaint handling process
Intended Audience:	Parents, Students, Staff, Public
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Updated:	202012
NESA Reference:	Registered and Accredited Individual Non-Government Schools (NSW) Manual Reference 3.6.1
Distribution:	Public Website

The Armidale School's Complaints Handling Guide

We welcome feedback from all members of the school community and we take all complaints or concerns that may be raised seriously. This Complaints Handling Guide is designed to assist you to understand our complaints handling process.

What is a Complaint?

A complaint is an expression of dissatisfaction made to the school, related to our services or operations, or the complaints handling process itself, where a response or resolution is explicitly or implicitly expected. Complaints and allegations of staff misconduct or reportable conduct are managed separately to other complaints. Refer to our Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct document available on our public website.

Our Commitment

We are committed to handling complaints effectively and efficiently. To manage complaints effectively, we have established a Complaints Handling Program, in line with both the international complaints handling standard (ISO 10002:2018 Quality management – Customer satisfaction – Guidelines for complaints handling in organizations), and the Australian/New Zealand complaints handling standard (AS/NZS 10002:2014 Guidelines for complaint management in organizations).

Our program includes the establishment of an online complaints management system which allows us to effectively capture, manage and report on complaints. Regular analysis of complaints received and the implementation of rectification action, where deficiencies are identified, are key to our commitment. Our internal complaints handling process are available at no cost.

Informal Complaints Resolution

The vast majority of issues causing concern in schools can be handled quickly and in an informal manner. In most cases these issues can be resolved through informal discussions with appropriate staff members. Even if an issue is able to be resolved informally, all staff are required to log issues through our complaints management system so we are able to identify any systemic issues arising, and take appropriate rectification action.

How Do I Make a Formal Complaint?

If you have been unable to resolve a matter informally, or simply wish to make a formal complaint you can do so by any of the following means:

1. Sending an email to **complaints@as.edu.au**
2. Writing a letter to us addressed to "The Complaints Manager", c/ The Armidale School, Locked Bag 3003 Armidale, NSW 2350
3. Telephoning us on **(02) 6776 5800**.

All formal complaints will be logged into our online complaints management system and managed in accordance with the following procedure.

Our Internal Complaints Handling Process

- Step 1 - All formal complaints are logged through our online complaints management system where they are screened by one of our Complaints Officers, or in the case of complaints against the Head of School by the Chair of the TAS Board,
- Step 2 - All valid complaints will be acknowledged in writing as soon as practicable, and allocated a status, priority and target resolution date. It is our policy, where possible, to resolve all disputes within 14 days.
- Step 3 – The Complaints Officer shall conduct an investigation into the issues raised, following principles of procedural fairness, and make a determination.

- Step 4 - Following the determination, if appropriate, the Complaints Officer shall formulate a resolution and provide a written response to the complainant. The matter will be closed if this response is accepted.
- Step 5 - If the initial response is not acceptable to the complainant, the matter will be reviewed internally by the Head of School or their delegate, who may seek additional information or submissions from the relevant parties. The Head of School or their delegate seek to resolve all disputes within 14 days from the date that the review process is initiated. The matter will be closed if the response of the Head of School or their delegate, is accepted.
- Step 6 - All complaints received will be entered into our Complaints Register and, where appropriate, a corrective action request will be made to address any underlying processes which the complaints investigation revealed may require improvement.
- Step 7 - If the matter remains unresolved, the complainant may pursue external resolution alternatives.

Overseas Students

If an overseas student isn't satisfied with the outcome of our internal complaints handling process, they may lodge an external appeal through the Overseas Students Ombudsman (OSO) which investigates complaints about problems that overseas students or intending overseas students may have with private education and training in Australia. The services of the OSO are free.

The contact details for OSO are as follows:

- Email: ombudsman@ombudsman.gov.au
- Call: 1300 362 072 within Australia. Outside Australia call +61 2 6276 0111.
- Enquiries: 9:00am to 5:00pm Monday to Friday, Australian Eastern Standard Time (Australian Eastern Daylight Time when daylight savings is in effect)
- Postal: Commonwealth Ombudsman, GPO Box 442 Canberra ACT 2601.
- Website: <http://www.oso.gov.au/>
- We agree to be bound to the OSO's recommendations, and will ensure that any recommendations made are implemented within 30 days of receipt of the report.

Confidentiality

Confidentiality applies with respect to both information relating to the person making the complaint, and, if relevant to a person against whom a complaint is made. We are committed to maintaining the confidentiality of information throughout the complaints process.

Personally identifiable information about a complainant will only be made available for the purpose of addressing the complaint and (unless the complainant consents) will be actively protected from disclosure.