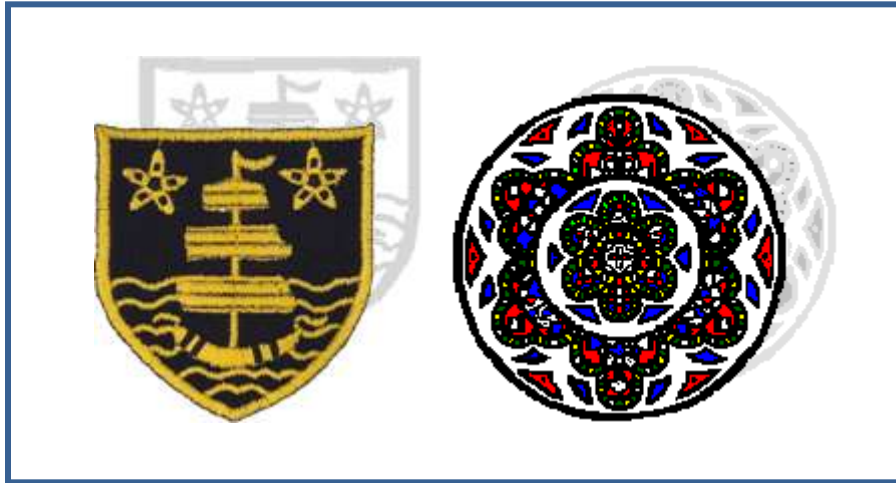


SOUTH HIGHFIELDS COMMUNITY FEDERATION

# **SOUTH HIGHFIELDS COMMUNITY FEDERATION**



## **PERSISTENT COMPLAINTS AND HARASSMENT POLICY**

UPDATED APRIL 2013

SOUTH HIGHFIELDS COMMUNITY FEDERATION  
**PERSISTENT COMPLAINTS AND HARASSMENT POLICY**

**AIMS OF POLICY**

The aims of this policy are to:

- Uphold the standards of courtesy and reasonableness that should characterise all communication between the School and persons who wish to express a concern or pursue a complaint.
- Support the well-being of students, staff and everyone else who has legitimate interest in the work of the School, including governors and parents.
- Deal fairly, honestly and properly with persistent complainants and those who harass members of staff in school while ensuring that other stakeholders suffer no detriment.

**PERSISTENT COMPLAINANTS**

For the purpose of this policy, a persistent complainant is a parent/carer or member of the public who complains about issues, either formally or informally, or frequently raises issues that the Complainant considers to be within the remit of the School and whose behaviour is unreasonable? Such behaviour may be characterised by:

- Actions which are obsessive, persistent, harassing, prolific, repetitious and/or
- Prolific correspondence or excessive e-mail or telephone contact about a concern or complaint
- An insistence upon pursuing unmeritorious complaints and/or unrealistic or unreasonable outcomes
- An insistence upon pursuing meritorious complaints in an unreasonable manner

**HARASSMENT**

For the purpose of this policy, harassment is the unreasonable pursuit of such actions above in such a way that they:

- appear to be targeted over a significant period of time on one or more members of school staff and/or
- cause on-going distress to individual member(s) of school staff and/or
- have a significant adverse effect on the whole/parts of the school community and/or
- are pursued aggressively.

**PHYSICAL/VERBAL AGGRESSION**

Neither the school Governors nor the school management will tolerate any form of physical or verbal aggression against school staff, pupils and other parents.

If staff or other stakeholders are subjected to this type of aggression, the School may:

- Ban the individual from entering the school site with immediate effect.
- Take advice from Leicester City Council on requesting an Antisocial Behaviour Order
- Take advice from Leicester City Council on pursuing a case under anti-harassment legislation.

Legitimate new complaints will always be considered, even if the person making them is (or has been) subjected to the persistent Complaints/Harassment policy.

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## PARENTS' EXPECTATIONS OF THE SCHOOL:

Parents/carers/members of the public who raise either informal or formal issues or complaints with the School can expect the School to:

- Regularly communicate to parents/carers in writing
  - (i). how and when problems can be raised with the School
  - (ii). the existence of the School's complaints procedure and
  - (iii). the existence of the Persistent Complaints/Harassment Policy;
- respond within a reasonable time
- be available for consultation within reasonable time limits bearing in
- mind the needs of the pupils/students within the school and the nature of the complaint:
- respond with courtesy and respect;
- attempt to resolve problems using reasonable means in line with the schools complaints procedure and advice from Leicester City Council;

Full details relating to how schools will respond to complaints are set out in each school's Complaints Procedure.

## THE SCHOOL'S EXPECTATIONS OF PARENTS/CARERS/MEMBERS OF THE PUBLIC

- the School can expect parents/carers/members of the public who wish to raise problems with the school to:
- treat all school staff with courtesy and respect:
- respect the needs and well-being of pupils and staff within the School;
- avoid any use, or threatened use, of violence to people or property;
- avoid any aggression or verbal abuse;
- recognise the time constraints under which members of staff in schools work and allow the School a reasonable time to respond;
- recognise that it is not appropriate to raise specific complaints in front of other children;
- recognise that resolving a specific problem can sometimes take some time;
- (in the case of a complaint) follow the school's complaints procedure.

## THE SCHOOL'S ACTIONS IN CASES OF PERSISTENT COMPLAINT OR HARASSMENT

The school will take the following consecutive steps as necessary if the complainant's behaviour is not modified:

1. Verbally inform the complainant that his/her behaviour is considered to be becoming unreasonable/unacceptable and may be considered to fall under the terms of this policy.
2. Inform the complainant in writing that his/her behaviour is now considered by the School to be becoming unreasonable/unacceptable (Model Letter 1).
3. Inform the complainant in writing that his/her behaviour is now considered by the School to fall under the terms of this policy (see Model Letter 2).
4. Inform the complainant that all meetings with a member of staff will be conducted with a second person present and that notes of meetings may be taken in the interests of all parties (see Model Letter 3).
5. Inform the complainant that, except in emergencies, all communication from the complainant to the school should be carried out in writing (see Model Letter 4).
6. In the case of physical or verbal aggression the school will warn the complainant about being banned from the school site: or proceed straight to a ban. In this case, a temporary ban will be issued initially. The complainant will have an opportunity to comment and a decision will then be made on whether the ban will be extended or withdrawn. (Model letters 1, 2, 3 and 4)

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7. Consider taking advice from Leicester City Council on requesting an Antisocial Behaviour Order
8. Consider taking advice from Leicester City Council on pursuing a case under Anti-Harassment legislation.

Legitimate new complaints will still be considered even if the person making them is, or has been, subject to the Persistent Complaints/Harassment Policy. In these circumstances advice may be sought from the LA.

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

### REVIEW

The Executive Head teacher, or in her absence a Head of School, will review as appropriate, and at a minimum once in a school year, any sanctions applied in the context of this policy.

Date :

Signature of Chair of Governors..... Date .....

Signature of Head ..... Date .....

Date of Review :

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**MODEL LETTER 1: INFORMING A COMPLAINANT THAT HIS/HER BEHAVIOUR IS CONSIDERED TO FALL BELOW A REASONABLE/ACCEPTABLE STANDARD**

Dear .....

This letter is to inform you that the School considers your actions in on ..... when you ..... to be below the standard expected of visitors. \*

We would ask you to bear in mind the fact that such behaviour on a school site can be disruptive and distressing to pupils, staff and parents/carers. We are aware that you have raised some concerns, and would advise you that these can be addressed by/the School is addressing these by\* .....

At the moment we are dealing with these issues at stage \* of the School's Complaints Procedure.

Please note that the School's Persistent Complaints/Harassment Policy sets out standards of behaviour expected of all people on the school site. These include:

- behaving reasonably
- treating others with courtesy and respect
- resolving complaints using the School's Complaints Procedure
- avoiding physical and verbal aggression at all times

The Policy also indicates the steps that we may take if these standards are breached. These include:

- making special arrangements for meetings and communication with the School
- considering a ban from the School premises
- considering applying for an Anti-Social Behaviour Order
- considering legal action
- 

I would ask that you allow the School time to resolve the issues according to the correct procedures, and would assure you that we shall take every possible step to move this process forward as quickly as possible.

I am confident that you will respect our need to maintain a calm and welcoming environment at all times.

Yours sincerely

Headteacher

\* Fill in as appropriate Policy Statement on Persistent Complaints/Harassment 4

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**MODEL LETTER 2: INFORMING A COMPLAINANT THAT HIS/HER BEHAVIOUR IS NOW CONSIDERED TO FALL UNDER THE TERMS OF THE PERSISTENT COMPLAINTS/HARASSMENT POLICY**

Dear ..... \*

You will recall that I wrote to you on . ..... \* telling you that we felt your behaviour in ..... on ..... when you ....., \* was below the standard we expect of visitors.

I am now writing to inform you that your behaviour in ..... on ..... when you .....,..... ....\* has now led us to apply for the foreseeable future the School's Persistent Complaints/Harassment Policy.

Please be aware that, should you be responsible for any further unacceptable behaviour in connection with the School, some or all of the following, actions may be taken:

- making special arrangements for you to meet staff and communicate with the School
- considering banning you from the School premises
- considering applying for an Anti-Social Behaviour Order
- considering legal action against you

If you wish to make a representation about the contents of this letter, please do so in writing to me at the School by ..... \*

I do hope that the difficulties can now be quickly resolved.

Yours sincerely

Head teacher

\* Fill in as appropriate Policy Statement on Persistent Complaints/Harassment 5

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**MODEL LETTER 3: INFORMING A COMPLAINANT  
THAT SPECIAL ARRANGEMENT WILL BE MADE FOR HIM/HER TO MEET MEMBERS OF STAFF**

Dear..... \*

Following my letter to you of ..... \* informing you that we felt your recent behaviour in connection with the School to be unacceptable/ unreasonable \* , and that we now considered you to be subject to the School's Persistent Complaints/Harassment Policy, I am now writing to outline for you the arrangements we have made regarding meetings at the School.

For the foreseeable future, should you wish to meet with a member of staff, we would ask you to note:

this meeting will be arranged with a written appointment as soon as possible, and with a third party present in the interests of all parties, formal notes of this meeting may be made these arrangements do not, apply, of course, to any emergencies concerning \* , which should be reported to the School in the usual way.

I thank you for your forbearance in this matter, and do hope that the difficulties we are currently experiencing can soon be resolved.

Yours sincerely

Head teacher

\* Fill in as appropriate Policy Statement on Persistent Complaints/Harassment 6

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**MODEL LETTER 4: REQUESTING THAT FUTURE COMMUNICATION SHOULD BE BY LETTER ONLY**

Dear .....

You will recall that I wrote to you on ..... \* informing you that we felt your recent behaviour in connection with the School to be unacceptable/unreasonable \*, and that we now considered you to be subject to the School's Persistent Complaints/Harassment Policy.

**I am now requesting that, for the foreseeable future, all routine communication with the School should be by letter only.** Please address all letters to ..... \* at the School. We shall respond as quickly as possible.

this request does not apply, of course, to any emergency involving \*-----in which case you should contact the School in the usual way--or to parents' evenings, which will continue as in the past, but with a third party present.

I do hope that we can resolve the on-going difficulties as soon as possible.

Yours sincerely

Head teacher

\* Fill in as appropriate