

# Complaints and Compliments Policy

EYFS: 3.75, 3.76

At Harwich Connexions Noah's Nursery we strive to provide the highest quality of care and education for our children and families and believe that all parents are treated with care, courtesy and respect.

We hope that at all times parents are happy and satisfied with the quality and service provided and we encourage parents to voice their appreciation to the staff concerned and/or management. We record all compliments and share these with staff.

We welcome any suggestions from parents on how we can improve our services, and will give prompt and serious attention to any concerns that parents may have. Any concerns will be dealt with professionally and promptly to ensure that any issues arising from them are handled effectively and to ensure the welfare of all children, enable ongoing cooperative partnership with parents and to continually improve the quality of the nursery.

We have a formal procedure for dealing with complaints where we are not able to resolve a concern. Where any concern or complaint relates to child protection, we follow our Safeguarding children and Child Protection Policy.

## Internal complaints procedure

### Stage 1

If any parent should have cause for concern or any queries regarding the care or early learning provided by the nursery, they should in the first instance take it up with the child's key person or a senior member of staff or room leader. If this is not resolved, we ask them to discuss this verbally with the manager.

### Stage 2

If the issue still remains unresolved or parents feel they have received an unsatisfactory outcome, then they must present their concerns in writing as a formal complaint to the nursery manager. The manager will then investigate the complaint in relation to the fulfilment of the EYFS requirements and report back to the parent within 28 days. The manager will document the complaint fully, the actions taken and the outcome in relation to it in the complaints log book. (Most complaints are usually resolved informally at stage 1 or 2.)

### Stage 3

If the matter is still not resolved, the nursery will hold a formal meeting between the manager, parent and a senior staff member to ensure that it is dealt with comprehensively. The nursery will make a record of the meeting and document any actions. All parties present at the meeting will review the accuracy of the record, and be asked to sign to agree it and receive a copy. This will signify the conclusion of the procedure.

### Stage 4

If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with Ofsted. Parents are made aware that they can contact Ofsted whenever they have a concern, including at all stages of the complaints procedure, and information on how to contact Ofsted is displayed in the setting. Ofsted is the registering authority for nurseries in England and

investigates all complaints that suggest a provider may not be meeting the requirements of the nursery's registration. It risk assesses all complaints made and may visit the nursery to carry out a full inspection where it believes requirements are not met.

A record of complaints will be kept in the nursery. The record will include the name of the complainant, the nature of the complaint, date and time complaint received, action(s) taken, outcomes of any investigations and any information given to the complainant including a dated response.

Parents will be able to access this record if they wish; however, all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved. Ofsted inspectors will have access to this record at any time during visits to ensure actions have been met appropriately.

The record of complaints is made available to Ofsted on request.

We will follow this procedure for any other compliments and complaints received from visitors to the provider, where applicable.

#### Contact details for Ofsted:

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Telephone: 0300 123 4666

#### By post:

**Ofsted**  
**Piccadilly Gate**  
**Store Street**  
**Manchester**  
**M1 2WD**

For more information about Ofsted's role see:

<https://www.gov.uk/government/organisations/ofsted/about>

Parents will also be informed if the nursery becomes aware that they are going to be inspected and after inspection the nursery will provide a copy of the report to parents and/or carers of children attending on a regular basis.

This policy was re-adopted on	Signed on behalf of the nursery	Review Date
31 <sup>st</sup> January 2017	Z.O	31 <sup>st</sup> January 2018
31 <sup>st</sup> January 2018	Z.O	31 <sup>st</sup> January 2019
31 <sup>st</sup> Jan 2019	Z.O	31 <sup>st</sup> Jan 2020
31 <sup>st</sup> Jan 2020	Z.O	31 <sup>st</sup> Jan 2021
31 <sup>st</sup> Jan 2021	Z.O	31 <sup>st</sup> Jan 2022
31 <sup>st</sup> Jan 2022	Z.O	31 <sup>st</sup> Jan 2023
Sept 2022	Z.O	Sept 2023
14 <sup>th</sup> June 2023	Z.O	14 <sup>th</sup> June 2024
25 <sup>th</sup> July 2024	Z.O	25 <sup>th</sup> July 2025
19 <sup>th</sup> September 2024		19 <sup>th</sup> September 2025

	Z.O	
30 <sup>th</sup> July 2025	Z.O	30 <sup>th</sup> July 2026
16 <sup>th</sup> April 2026	RDS	16 <sup>th</sup> April 2027