

## **Compliments and Complaints Policy**

The Nature Box acknowledges all feedback as a learning experience. We welcome parents to bring forward their comments and work actively with them to consistently improve our service.

## **Compliments and feedback**

Feedback can be given in the form of recommendations on Facebook, written feedback or verbal feedback. Staff may ask for a written form of any verbal communication as evidence.

## **Complaints from service users**

Complaints are always taken very seriously and will be recorded and dealt with as soon as possible. All complaints will be logged in a complaints folder with evidence of steps taken to resolve and communicate. If Ofsted needs to be notified, this will be done by the management team.

## **Complaints by staff**

The whistleblowing policy is in place to ensure all staff feel safe in disclosing a complaint or other form of Feedback. Please see Whistleblowing policy for more information.