

COMPLIMENTS AND COMPLAINTS

QUALITY AREA 7 – GOVERNANCE AND LEADERSHIP

PURPOSE

This policy will provide guidelines for:

- receiving and dealing with compliments and complaints at Sparkways.
- procedures to be followed in investigating complaints.

Note: This policy does not address complaints relating to staff grievances or employment matters. The relevant awards provide information on the management of such issues.

POLICY STATEMENT

GUIDING PRINCIPLES

Sparkways is committed to:

- providing an environment of mutual respect and open communication
- recognising excellence and gratitude
- complying with all legislative and statutory requirements
- dealing with disputes, complainants with fairness and equity
- establishing mechanisms to respond to complaints in a timely way
- treating information in relation to complaints with sensitivity
- responding to and addressing complaints using a child-centred approach

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Sparkways.

 RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Being familiar with the <i>Education and Care Services National Law Act 2010</i> and the <i>Education and Care Services National Regulations 2011</i> , service policies, constitution, and procedures	R	√	√	√	√
Acknowledge compliments and thank complementor for their interest and feedback	√	√			
Save compliments and sharing with relevant parties	√	√			
Ensuring that compliments and complaints are monitored and used to continually improve the quality of the service	R	√			
Identifying, preventing and addressing potential concerns before they become formal complaint	R	√	√		√
Ensuring that the name and telephone number of the responsible person (<i>refer to Staffing Policy</i>) to whom complaints may be addressed are displayed prominently at the main entrance of the service (<i>National Law: Section 172, Regulation 173(2)(b)</i>)	R	√			
Ensuring that the address and telephone number of the Authorised Officer at the DE regional office are displayed prominently at the main entrance of the service (<i>Regulation 173(2)(e)</i>)	R	√			
Advising parents/guardians and any other new members of Sparkways. of the <i>Compliments and Complaints policy</i> and procedures upon enrolment	R	√			
Ensuring the complaints processes is child focused, understood broadly (including by children, their families, staff and volunteers), culturally safe and compliant with privacy laws, reporting obligations and employment law	R	√			
Ensuring that complainants are supported throughout the processes, including through regular check-ins; providing access to the organisations Employee Assistance Program; and if required, support to access external wellbeing services.	√	√	√		
Ensuring that children have access to age appropriate information, support and complaints processes in ways that are culturally safe, accessible and easy to understand; this could include support to access external wellbeing services, e.g. a child psychologist.	R	√	√		√
Ensuring that this policy is available for inspection at the service at all times (<i>Regulation 171</i>)	R	√			

Being aware of, and committed to, the principles of communicating and sharing information with service employees, members and volunteers	R	√			
Responding to all complaints in the most appropriate manner and at the earliest opportunity	R	√	√		√
Treating all complainants fairly and equitably	R	√	√		
Discussing minor complaints directly with the party involved as a first step towards resolution (the parties are encouraged to discuss the matter professionally and openly work together to achieve a desired outcome)	R	√	√	√	
Communicating (preferably in writing) any concerns or compliments relating to the management or operation of the service as soon as is practicable		√	√	√	√
Providing a Complaints Register (<i>refer to Definitions</i>) and ensuring that staff record complaints along with outcomes	R	√			
Providing information as requested by the approved provider e.g. written reports relating to the complaint		√	√	√	√
Notifying the approved provider if the complaint is a notifiable complaint (<i>refer to Definitions</i>) or is unable to be resolved appropriately in a timely manner		√	√	√	√
Complying with the service's <i>Privacy and Confidentiality Policy</i> at all times (<i>Regulations 181, 183</i>)	R	√	√	√	√
Utilising established dispute resolution practices, and investigation processes to address and resolve complaints as required (<i>refer to Attachment 1</i>)	√	√			
Co-operating with dispute resolution practices, and investigation processes in relation to complaints	√	√	√	√	√
Informing DE in writing within 24 hours of any complaints alleging that a serious incident (<i>refer to Definitions</i>) has occurred at the service or that the Education and Care Services National Law has been breached (<i>National Law: Section 174, Regulation 176(2)(b)</i>)	R	√			
Informing the Commission for Children and Young people within 3 business days of any complaints regarding conduct that meets the threshold for the reportable conduct scheme, as per the Sparkways Child Safety and Reportable Conduct Investigation Process.	R				
Working co-operatively with the approved provider, DE and CCYP (where relevant) in any investigations related to complaints about Sparkways., its programs or staff.	√	√	√	√	√
Receiving recommendations from the investigator and taking appropriate action	√	√			
Analysing complaints, concerns and safety incidents to identify causes and systemic failures to inform continuous improvement	√	√			
Maintaining professionalism and integrity at all times (<i>refer to Code of Conduct policy</i>)	√	√	√		√



BACKGROUND AND LEGISLATION

BACKGROUND

Compliments are expressions of praise, encouragement or gratitude about service, staff, management and program. Compliments provide valuable feedback about the level of satisfaction with service delivery and are a valuable indicator of the effectiveness of a service. Compliments impart useful insights about the aspects of service that are most meaningful to children, families and stakeholders, and provide an opportunity to recognise the efforts of staff, foster a culture of excellence and boost morale.

Complaints may be received from anyone who comes in contact with Sparkways, including parents/guardians, volunteers, students, members of the local community and other agencies.

In most cases, dealing with complaints will be the responsibility of the approved provider. All complaints, when lodged, need to be initially assessed to Determine whether they are a general or a notifiable complaint (*refer to Definitions*).

When a complaint has been assessed as 'notifiable', the approved provider must notify Department of Education (DE) of the complaint. The approved provider will investigate the complaint and take any actions deemed necessary, in addition to responding to requests from and assisting with any investigation by DE.

There may be occasions when the complainant reports the complaint directly to DE. If DE then notifies the approved provider about a complaint they have received, the approved provider will still have responsibility for investigating and dealing with the complaint as outlined in this policy, in addition to co-operating with any investigation by DE.

DE will investigate all complaints it receives about a service, where it is alleged that the health, safety or wellbeing of any child within the service may have been compromised, or that there may have been a contravention of the *Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011*.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

Charter of Human Rights and Responsibilities Act 2006 (Vic)
Children, Youth and Families Act 2005 (Vic)
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Information Privacy Act 2000 (Vic)
National Quality Standard, Quality Area 7: Governance and Leadership
Privacy Act 1988 (Cth)
Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)
Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)
Privacy and Data Protection Act 2014 (Vic)
Privacy Regulations 2013(Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the Sparkways policy catalogue.

Complaint: (In relation to this policy) a complaint is defined as an issue of a minor nature that can be resolved promptly or within 24 hours and does not require a Detailed investigation. Complaints include an expression of displeasure, such as poor service, and any verbal or written complaint directly related to the service.

Complaints do not include staff, industrial or employment matters, occupational health and safety matters (unless related to the safety of the children) and issues related to the legal business entity, such as the incorporated association or co-operative.

Complaints Register: (In relation to this policy) records information about complaints received at the service, together with a record of the outcomes. This register must be kept in a secure file, accessible only to educators and responsible persons at the service. The register can provide valuable information to the approved provider on meeting the needs of children and families at the service.

Compliment: a compliment is an expression of praise, encouragement or gratitude. It may relate to an individual staff member, a team, the program or the service.

Dispute resolution procedure: The method used to resolve complaints, disputes or matters of concern through an agreed resolution process.

Mediator: A person (neutral party) who attempts to reconcile differences between disputants.

Mediation: An attempt to bring about a peaceful settlement or compromise between disputants through the objective intervention of a neutral party.



SOURCES AND RELATED POLICIES

SOURCES

- ACECQA: www.acecqa.gov.au
- Commonwealth Ombudsman – Better practice complaint handling guide: www.ombudsman.gov.au/publications/better-practice-guides
- Department of Education (DE) – Regional Office DEails are available under ‘The Department’: www.education.vic.gov.au
- ELAA Early Childhood Management Manual: www.elaa.org.au
- Kindergarten Funding Guide: www.education.vic.gov.au
- Victorian Ombudsman – Complaints: Good Practice Guide for Public Sector Agencies September 2016: <https://assets.ombudsman.vic.gov.au/assets/Best-Practice-Guides/Complaints-Good-Practice-Guide-for-Public-Sector-Agencies.pdf?mtime=20191217165914>

RELATED POLICES

- Child Safe Environment and Wellbeing
- Code of Conduct
- Enrolment & Orientation
- Fees
- Governance & Management of the Service
- Incident, Injury, Trauma and Illness

- Inclusion and Equity
 - Interactions with Children
 - Privacy and Confidentiality
 - Staffing
 - Supervision of Children
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EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- seek feedback from people affected by the policy regarding its effectiveness
 - monitor complaints as recorded in the Complaints Register to assess whether satisfactory resolutions have been achieved
 - review the effectiveness of the policy and procedures to ensure that all complaints have been dealt with in a fair and timely manner
 - keep the policy up to date with current legislation, research, policy and best practice
 - revise the policy and procedures as part of the service's policy review cycle, or as required
 - notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).
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ATTACHMENTS

- Attachment 1: Dealing with complaints
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AUTHORISATION

This policy was confirmed by Sparkways on 25 July 2024

REVIEW DUE: July 2026

ATTACHMENT 1

DEALING WITH COMPLAINTS

DEALING WITH A COMPLAINT

When a complaint is received, the person to whom the complaint is addressed will:

- inform the complainant of the service's *Compliment and Complaint Policy*
- encourage the complainant to resolve the complaint with the person directly, or to submit their complaint in writing
- the staff member receiving the formal complaint will record all relevant Details together with the outcome
- assess complaint for severity, safety, complexity, impact and the need for immediate action
- inform the approved provider (via the Compliance Desk) if the complaint is a notifiable complaint (*refer to Definitions*) or is unable to be resolved appropriately in a timely manner.
- comply with the service's *Privacy and Confidentiality Policy* with regard to all meetings/discussions in relation to a complaint
- Depending on the circumstances, the approved provider may appoint an investigator(s) to investigate the matter

DEALING WITH A NOTIFIABLE COMPLAINT

When a formal complaint is lodged with the service:

- if the complaint is notifiable, the approved provider (via the Compliance Desk) will be responsible for notifying DE. This must be in writing within 24 hours of receiving the complaint (*Regulation 176(2)(b)*)
- the written report to DE will include:
 - Details of the event or incident
 - the name of the person who initially made the complaint
 - if appropriate, the name of the child concerned and the condition of the child, including a medical or incident report (where relevant)
 - Details of the investigation process
 - any other relevant information
- if the approved provider is unsure if the complaint is a notifiable complaint, it is good practice to contact DE for confirmation.

CHILD SAFETY COMPLAINTS INVESTIGATION PROCESS

The Sparkways Child Safety and Reportable Conduct Investigations Guidelines, Workflow and Process is to be followed for notifiable complaints that meet the criteria for a child safety investigation.

This is available on the Staff Hub, or through the Sparkways' Compliance Desk.