



Complaints Procedure and Children's Complaints Procedure

It is the policy of Trelawnyd Little Learners to share our achievements, reflect on our work, and look for ways to improve our service. We welcome suggestions and constructive criticism from all who use our service and aim to resolve any complaints quickly and informally.

We do this by:

- Carrying out a regular review of our service on an annual basis that includes asking parents / guardians, children and others who may use our service for their views about the way we work and acting on suggestions where practicable
- By keeping records of dates and actions taken of all suggestions, concerns and complaints
- Responding to comments, suggestions, concerns and complaints within specific time scales in line with relevant legislation and in a confidential and sensitive manner
- Designating a complaints office (Ally Smith) to work with complainants to produce a satisfactory resolution at the earliest opportunity
- Ensuring all staff (including volunteers and students on placement) are familiar with the complaints policy and procedure, and confidentiality is always maintained

If you have a suggestion or concern, we hope you will:

- Contact the Person In Charge via email (trelawnydlittlelearners@gmail.com) or via Seesaw message
- Call the school (01745 570171) and ask to speak to the Person In Charge at Trelawnyd Little Learners
- Speak to a member of staff during handover (all messages taken by staff should be reported to the Person In Charge as soon as possible)

A mutually convenient arrangement can be made to discuss any issues in confidence and outside of operational hours.

Any action taken in response to suggestions, comments and concerns is fed back either verbally, in writing, or (if appropriate) by the person in charge posting a notice on Seesaw and / or the Facebook page (<https://www.facebook.com/TrelawnydLittleLearners>) about any changes made to operations as a result.

If you want to make a complaint about the service you or your child receives, address your complaint to: Ally Smith

In all cases, a written record of complaints is kept. This includes the following information:

- Name of complainant
- Nature of complaint
- Date and time of complaint
- Action taken in response to complaint
- Result of complaint investigation
- Information given to the complainant, including the date of response

At any time, a parent / guardian can contact CIW about a registered service and at any time while a complaint is being resolved, the complainant has the right to complain to CIW or, where relevant, the local authority if they have arranged for the care of a child at this setting.

The Role of CIW in Complaints

CIW is happy to receive information about any social care service but is not a complaints agency. In the event that CIW receives information about a registered service, they will consider it and inform the complainant that they will take one of the following actions:

- Refer the complainant back to the provider for resolution under their own complaints procedure
- Advise the complainant to contact an identified agency
- Undertake an inspection of the service within an identified timescale (a copy of the focused inspection report is sent to the complainant)
- Consider the information within the next planned inspection of the service

Regional contact details for CIW are:

If the complaint is of a child protection nature, please speak to:

- Miss Marina Parsons

Our child protection policy is implemented without delay.

If the complaint is about the Registered Person / Responsible Individual (where a committee managed provision, the Chairperson / Lead Officer is informed):
The formal procedure must be followed and the regional office of CIW is informed.
CIW may ask for a verbal complaint to be followed up in writing.

How We Respond To a Complaint

In Trelawnyd Little Learners, we aim to deal with complaints quickly and effectively 'in house' within the following process:

Local resolution of a complaint (complaints are resolved within 14 days):

- The complaint is acknowledged within 5 days
- The complaint is investigated. The Registered Person / Responsible Individual who has been delegated to resolve complaints decides how best to do this in each case, but may involve:
 - Arranging a meeting with all relevant parties to discuss the issues, where appropriate and with the complainants agreement
 - Advising the complainant about the availability of advocacy (someone of the complainants choice who can advise them and / or act on their behalf) to assist during the procedure
 - A written record is made of the investigation, any discussing (including any witness statements) and any decisions or agreements made at any meeting
- A written report and draft response are made for the Chair of the Management Committee and presented within 5 days of receipt of the initial complaint
- The complainant is sent a letter within 14 days of receipt of their complaint informing them that their complaint has been resolved, and of any action that has been taken as a result
 - In certain circumstances, with the complainants agreement, the 14 days can be extended for a further 14 days
 - The complainant is also advised that if they are unhappy with this process or the outcome of the complaint, they can contact CIW
- Trelawnyd Little Learners makes a written record of outcomes of the investigation, and any action taken
- A copy of the complaint record is kept for our records and a summary is made available for CIW at their request

If your complaint is not resolved by the process above, you can use a more formal approach (or in some cases you may want to take your complaint to an external agency - such as the policy or a local authority - from the start).

The formal consideration of a complaint can begin if either:

- The initial discussion has not been resolved and the complainant requests a formal consideration, or;
- The complainant wishes to go straight to this formal stage from the start

This decision rests with the person making the complaint:

- These types of complaints are resolved as soon as reasonably practicable, and in any event within 35 working days of the request for formal consideration
- The outcomes of a formal consideration are confirmed in writing by the Registered Person to the complainant and summarise the nature and substance of the complaint, the conclusions and the action to be taken as a result
- A copy of a written response is sent by the Registered Person to the appropriate office of the body conducting the formal investigation and if applicable, to any local authority which has arranged for care for a child within Trelawnyd Little Learners
- The time limit may be extended with the complainants agreements
- If the complaint has not been resolved within 35 working days of the request for formal consideration, the Registered Person / Responsible Individual notifies the appropriate office of the complaint and reasons for the delay in resolution

Where complaints are subject to concurrent consideration, the complaint may be part of another wider investigation where another agency is also making an investigation.

In these circumstances, or where a complaint relates to any of the following matters:

- About which the complainant has stated in writing that they intend to take legal proceedings, or;
- The Registered Person / Responsible Individual is taking, or proposing to take, disciplinary proceedings, or;
- About which the Registered Person / Responsible Individual has been notified that an investigation is being conducted by any person or body in contemplation of criminal proceedings

The Registered Person / Responsible Individual considers, in consultation with the complainant and any other relevant agency, how the complaint will be handled. In this case the Registered Person / Responsible Individual may decide to discontinue investigating the complaint subject to concurrent consideration if it appears that to continue would compromise or prejudice the handling of the wider investigation. In this case, the Registered Person / Responsible Individual:

- Asks CIW for advice
- Informs the complainant of the decision to discontinue
- Can resume the investigation at any time

- Ascertains the progress of the concurrent consideration and notifies the complainant when it is concluded
- Resumes consideration of the complaint where the concurrent consideration is discontinued or completed and the complainant requests that the complaint be considered

At all times during any complaint investigation, Trelawnyd Little Learners places safeguarding and protection of children as their highest priority.

It is important to Trelawnyd Little Learners that you enjoy being here, and you feel safe and have fun. We like to know what you think about your tie here and if there's anything we need to do.

If there's something you need to tell us, these are some ways you can do so:

- Tell Ally Smith or Marina Parsons. We will listen and tell you what we will do about your concern
- Write a note or draw a picture and hand it to any member of staff

We will talk to you about your concern as soon as we can, and in private if you want. There are some things that we may not be able to change, and there may be some things we need to talk to another adult or to your parents / guardians about. We will always tell you what to expect.

If you're still unhappy then you can get in touch with the people who check Trelawnyd Little Learner. They are CIW: 0300 7900 126, CIW, Welsh Government Office, Sarn Mynach, Llandudno Junction, LL31 9RZ. ciw@gov.wales

Someone from CIW will listen to you and tell you how they can help.

Another person who may help is the Children's Commissioner for Wales:

Children's Commissioner for Wales,
Freepost RRGL XLYC BHGC,
Swansea SA7 9FS
Tel: 01792 765600
Email: advice@childcomwales.org.uk

Should any parent / guardian / visitor to the school exhibit disruptive or abusive behaviour on school premises the school will contact the appropriate authorities and if necessary refuse the offending person(s) entry to the school grounds.

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