



Jack Hunt School Governing Body (Trust)

UNREASONABLE COMPLAINANTS AND UNREASONABLE BEHAVIOUR POLICY

Policy Approved by Resources Committee: May 2016

Jack Hunt School Governing Body Unreasonable Complainants and Unreasonable Behaviour Policy

Unreasonable Complainants

Jack Hunt School is committed to dealing with all complaints fairly and impartially, and to providing a high quality service to those who complain. We will not normally limit the contact complainants have with the school. However, we do not expect our staff to tolerate unacceptable behaviour under any circumstances and we will take action to protect staff from that behaviour, including that which is abusive, offensive or threatening.

Jack Hunt School defines unreasonable complainants as 'those who, because of the frequency or nature of their contacts with the school, hinder our consideration of their or other people's complaints'.

A complaint may be regarded as unreasonable when the person making the complaint:-

- refuses to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance;
- in the case of a complaint about a member of staff or student refuses to identify themselves or give sufficient detail about the issue;
- refuses to co-operate with the complaints investigation process while still wishing their complaint to be resolved;
- refuses to accept that certain issues are not within the scope of a complaints procedure;
- insists on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice;
- introduces trivial or irrelevant information which the complainant expects to be taken into account and commented on, or raises large numbers of detailed but unimportant questions, and insists they are fully answered, often immediately and to their own timescales;
- makes unjustified complaints about staff who are trying to deal with the issues, and seeks to have them replaced;
- changes the basis of the complaint as the investigation proceeds;
- repeatedly makes the same complaint (despite previous investigations or responses concluding that the complaint is groundless or has been addressed);
- refuses to accept the findings of the investigation into that complaint where the school's complaint procedure has been fully and properly implemented and completed including referral to the Department for Education;
- seeks an unrealistic outcome; and/or
- makes excessive demands on school time by frequent, lengthy, complicated and stressful contact with staff regarding the complaint in person, in writing, by email and by telephone while the complaint is being dealt with.

A complaint may also be considered unreasonable if the person making the complaint does so either face-to-face, by telephone or in writing or electronically:-

- maliciously;
- aggressively;
- using threats, intimidation or violence;
- using abusive, offensive or discriminatory language;
- knowing it to be false;
- using falsified information; and/or
- publishing unacceptable information in a variety of media such as in social media websites and newspapers.

Complainants should limit the numbers of communications with a school while a complaint is being progressed. It is not helpful if repeated correspondence is sent (either by letter, phone, email or text) as it could delay the outcome being reached.

Whenever possible, the Headteacher or Chair of Governors will discuss any concerns with the complainant informally before applying an 'unreasonable' marking.

If the behaviour continues the Headteacher, or at her instruction, a member of the Senior Leadership Team, will inform the complainant explaining that their behaviour is unreasonable and asking them to change it. For complainants who excessively contact Jack Hunt School causing a significant level of disruption, we may specify methods of communication and limit the number of contacts in a communication plan. This may include, but is not limited to:

- a single point of contact in school;
- limited contact, at the school's discretion, which could be one telephone call a week;
- conversations may be minuted, at the discretion of the school.

This will be reviewed after 6 months.

Unreasonable Behaviour - Barring from the School Premises

Although fulfilling a public function, schools are private places. The public has no automatic right of entry. We will therefore act to ensure that Jack Hunt School remains a safe place for students, staff and other members of our community.

In response to any serious incident of aggression or violence, the concerns and actions taken will be put in writing immediately and the police informed. This may include banning an individual from Jack Hunt School site.

If a parent's behaviour is a cause for concern, Jack Hunt School reserves the right to ask him/her to leave school premises. In serious cases, the Headteacher or the local authority may notify them in writing that their implied licence to be on school premises has been temporarily revoked, subject to any representations that the parent may wish to make. In this instance parents have the opportunity to formally express their views on the decision to bar within 5 working days of the bar being issued. Any such representations should be put in writing and sent to the Headteacher.

The decision to bar will then be reviewed, taking into account any representations made by the parent and will either be confirmed or lifted within 5 working days. If the decision is confirmed, the parent will be notified in writing, explaining how long the bar will be in place.

Anyone wishing to complain about being barred can do so, by letter or email, to the Headteacher or Chair of Governors. However, complaints about barring cannot be escalated to the Department for Education. Once Jack Hunt School's complaints procedure has been completed, no further action will be taken by the school. The individual is, however, open to seek their own independent advice on the decision if they wish.

New policy	
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