



Child Focused Complain Policy

Purpose

The purpose of this policy is to:

- provide an outline of the complaints process at Chabad Malvern so that students, parents and members of the community are informed of how they can raise complaints or concerns about issues arising at our school
- ensure that all complaints and concerns regarding Chabad Malvern are managed in a timely, effective, fair and respectful manner.

Scope

This policy relates to complaints brought by students, children, parents, carers, or members of our community and applies to all matters relating to our school.

In some limited instances, we may need to refer a complainant to another policy or area if there are different processes in place to the manage the issue including:

Criminal matters will be referred to Victorian Police

Legal claims will be referred to the Department's Legal Division

Complaints and concerns relating to child abuse will be managed in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures see www.chabad.com.au/safeguarding

Policy

Chabad Malvern welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning.

We value and encourage open and positive relationships with our school community. We understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

When addressing a complaint, it is expected that all parties will:

be considerate of each other's views and respect each other's role

be focused on resolution of the complaint, with the interests of the student involved at the centre

- act in good faith and cooperation
- behave with respect and courtesy
- respect the privacy and confidentiality of those involved, as appropriate
- operate within and seek reasonable resolutions that comply with any applicable legislation and Department policy.
- recognise that schools and the Department may be subject to legal constraints on their ability to act or disclose information in some circumstances.

Complaints and concerns process for Children

Chabad Malvern acknowledges that issues or concerns can cause stress or worry for students and impact their wellbeing and learning. Chabad Malvern encourages our students to raise issues or concerns as they arise so that we can work together to resolve them.

Students with a concern or complaint can raise them with a trusted adult at our centre, for example, with the ELC coordinator, a Rabbi, a teacher, a director, or one of the nominated supervisors of their particular program. This person will take your concern or complaint seriously and will explain to you what steps we can take to try to resolve the issue and support you.

You can also ask your parent, carer or another trusted adult outside of the centre, to talk to us about the issue instead. Information about our parent/carer complaints and concerns process is outlined further below. The parent/carer process also applies to students who are mature minors, refer to: [Mature Minors and Decision Making](#).

Further information and resources to support students to raise issues or concerns are available at:

- [Report Racism Hotline](#) (call 1800 722 476) – this hotline enables students to report concerns relating to racism or religious discrimination
- [Reach Out](#)
- [Headspace](#)
- [Kids Helpline](#) (call 1800 55 1800)
- [Victorian Aboriginal Education Association](#) (VAEAI)

Complaints and concerns process for parents, carers and community members

Preparation for raising a concern or complaint

Chabad Malvern encourages parents, carers or members of the community who may wish to submit a complaint to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the various State Departments and Chabad Malvern (see “Further Information and Resources” section below).

Support person

You are welcome to have a support person to assist you in raising a complaint or concern with our school. Please advise us if you wish to have a support person to assist you, and provide their name, contact details, and their relationship to you.

Raising a concern

Chabad Malvern is always happy to discuss with parents/carers and community members any concerns that they may have. Concerns in the first instance should be directed to the person directly involved in the specific program or service that the complaint is referring to. Where possible, staff will work with you to ensure that your concerns are appropriately addressed.

Making a complaint

Where concerns cannot be resolved in this way, parents or community members may wish to make a formal complaint to the Nominated Supervisor of the program, the head Rabbi or a board member.

If you would like to make a formal complaint, in most cases, depending on the nature of the complaint raised, Chabad Malvern will first seek to understand the issues and will then convene a resolution meeting with the aim of resolving the complaint together. The following process will apply:

- 1. Complaint received:** Please either email, telephone or arrange a meeting to outline your complaint so that we can fully understand what the issues are. We can discuss your complaint in a way that is convenient for you, whether in writing, in person or over the phone.
- 2. Information gathering:** Depending on the issues raised in the complaint, Nominated Supervisor of the program, the head Rabbi or a board member may need to gather further information to properly understand the situation. This process may also involve speaking to others to obtain details about the situation or the concerns raised.
- 3. Response:** Where possible, a resolution meeting will be arranged with the the objective of reaching a resolution satisfactory to all parties. If after the resolution meeting we are unable to resolve the complaint together, we will work with you to produce a written summary of the complaint in the event you would like to take further action about it. In some circumstances, the Nominated Supervisor of the program, the head Rabbi or a board member may determine that a resolution meeting would not be appropriate. In this situation, a response to the complaint will be provided in writing.
- 4. Timelines:** Chabad Malvern will acknowledge receipt of your complaint as soon as possible usually within a maximum of two days and will seek to resolve complaints in a timely manner. Depending on the complexity of the complaint Chabad Malvern may need some time to gather enough information to fully understand the circumstances of your complaint. We will endeavour to complete any necessary information gathering and hold a resolution meeting where appropriate within 10 working days of the complaint being raised. In situations where further time is required, Chabad Malvern will consult with you and discuss any interim solutions to the dispute that can be put in place.

Please note that unreasonable conduct (e.g. vexatious complaints) may need to be managed differently to the procedures in this policy.

Resolution

Where appropriate, Chabad Malvern may seek to resolve a complaint by:

- an apology or expression of regret
- a change of decision
- a change of policy, procedure or practice

- offering the opportunity for counselling or other support
- other actions consistent with school values that are intended to support the child, parent and community relationship, engagement, and participation in the community.

In some circumstances, Chabad Malvern may also ask you to attend a meeting with an independent third party, or participate in a mediation with an accredited mediator to assist in the resolution of the dispute.

Escalation

If you are not satisfied that your complaint has been resolved, or if your complaint is about the Nominated Supervisor, head Rabbi or board member and you do not want to raise it directly with them, then the complaint should be referred to Barry Moshel by contacting 0417-737-770

Should the complaint be about one of our official education programs that fall under the Education department you can see the Education Department's parent complaints process, including the role of the Regional Office, please see: [Raise a complaint or concern about your school.](#)

Record keeping and other requirements

To meet Department and legal requirements, Chabad Malvern must keep written records of:

- Serious, substantial or unusual complaints
- Complaints relating to the Child Information Sharing Scheme and Family Violence Information Sharing Scheme, to meet regulatory requirements - refer to Child and Family Violence Information Sharing Schemes for further information

Our school also follows Department policy to ensure that record-keeping, reporting, privacy and employment law obligations are met when responding to complaints or concerns.

COMMUNICATION

This policy will be communicated to our community in the following ways:

- Available publicly on our website
- Included in staff induction processes
- Included in our OWNA Portal for parents and children
- Discussed at parent information nights/sessions
- Annual reference in community newsletter and magazine
- Discussed at children forums/through communication tools
- Hard copy available from Shul / ELC administration upon request

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Complaints - Parents](#)

The Department's parents' website:

- [Raise a complaint or concern about your school](#)
- [Report racism or religious discrimination in schools](#)

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Occupational Health and Safety Act 2004
- Fair Work Act 2009
- Preventing and Responding to Workplace Bullying: Safe Work Australia Draft
- Code of Practice
- Anti-bullying jurisdiction: Fair Work Commission
- Educator and Management Policy
- Interactions with Children Policy
- Child Protection Policy
- Governance Policy
- Grievance Policy
- Privacy, Confidentiality and Record Keeping Policy

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees

Last reviewed: May 2024 **Date for next review:** April 2025

NQS

| Quality Area 7 | |
|----------------|---|
| 7.1.2 | Systems are in place to manage risk and enable the effective management and operation of a quality service. |
| 7.2.1 | There is an effective self-assessment and quality improvement process in place. |

National Regulations

| Regulation | |
|------------|---|
| 173 | Prescribed information to be displayed |
| 174 | Time to notify certain circumstances to Regulatory Authority |
| 175 | Prescribed information to be notified to Regulatory Authority |
| 176 | Time to notify certain information to Regulatory Authority |

