



Complaints Handling Policy

Purpose:	The purpose of this policy is to ensure that student, parent and employee complaints and disputes are dealt with in a responsive, efficient, effective, and fair way.	
Scope:	Students, parents, and employees, including full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
Access:	Parents and students are informed about this policy in the yearly handbook, in correspondence from the principal, and during enrolment. Staff are informed upon induction and each year in policy-focussed staff meetings. This document is made available upon request at reception, and online via the school's online portal. Information about the policy including how to access the form is available for the public on the website.	
Status:	Approved	Supersedes: V1, 2024
Authorised by:	Board Chair	Date of Authorisation: 04/12/2025
References:	<ul style="list-style-type: none">• Education (Accreditation of Non-State Schools) Regulations 2017• Australian Education Regulations 2023• Fair Work Act 2009• Work Health and Safety Act 2011 (Qld)• Privacy Act 1988 (Cth)• Anti-Discrimination Act 1991 (Qld)• Australian Human Rights Commission Act 1986 (Cth)• Sex Discrimination Act 1984 (Cth)• Age Discrimination Act 2004 (Cth)• Disability Discrimination Act 1992 (Cth)• Racial Discrimination Act 1975 (Cth)• St John Henry Newman College Complaints Handling Process• St John Henry Newman College Work Health and Safety Policy• St John Henry Newman College Anti-Discrimination Policy• St John Henry Newman College Privacy Policy	
Review Date:	Annually	Next Review Date: December 2026
Policy Owner:	School Governing Body	

Policy Statement

St John Henry Newman College is committed to ensuring that student, parent and employee complaints are dealt with in a responsive, efficient, and effective and fair way.

St John Henry Newman College views complaints as part of an important feedback and accountability process.

St John Henry Newman College acknowledges the right of students, parents, and employees to complain when dissatisfied with an action, inaction or decision of the school and the school encourages constructive criticism and complaints.

St John Henry Newman College recognises that time spent on handling complaints can be an investment in better service to students, parents and employees.

Complaints that may be Resolved under this Policy

St John Henry Newman College encourages students, parents and employees to lodge promptly any concerns regarding sexual harassment, child protection, discrimination, workplace bullying and privacy breaches as well as more general complaints that include areas such as:

- the school, its employees or students having done something wrong.
- the school, its employees or students having failed to do something they should have done.
- the school, its employees or students having acted unfairly or impolitely.
- issues of student or employee behaviour that are contrary to policies outlining their relevant code of conduct.
- issues related to learning programs, assessment and reporting of student learning.
- issues related to communication with students or parents or between employees.
- issues related to school fees and payments.
- general administrative issues.

Student complaints may be brought by students or by parents on behalf of their children, as appropriate in the circumstances.

Issues Outside this Policy

The following matters are outside the scope of this policy and should be managed as follows:

- Child protection concerns or risks of harm to children should be dealt with in accordance with the law and the school's Child Protection Policy.
- Student bullying complaints should be dealt with under the Student Bullying Policy.
- Student discipline matters, including matters involving suspension or expulsion, should be dealt with under the Behaviour Management Policy.

- Employee complaints related to their employment should be directed to their supervisor.
- Student or employee violence or criminal matters should be directed to The Principal who will involve the Police as appropriate.
- Formal legal proceedings.

Complaints Handling Principles

St John Henry Newman College is committed to managing complaints according to the following principles:

- Complaints will be resolved with as little formality and disruption as possible.
- Complaints will be taken seriously.
- Anonymous complaints will be treated on their merits.
- Complaints will be dealt with fairly and objectively and in a timely manner.
- St John Henry Newman College will determine the appropriate person to deal with the complaint in the first instance.
- Complaints should be resolved with as little formality and disputation as possible.
- Mediation, negotiation and informal resolution are optional alternatives.
- Procedural fairness will be ensured wherever practicable, including the right of interested parties to the complaint to be heard.
- Confidentiality and privacy will be maintained as much as possible.
- All parties to the complaints will be appropriately supported.
- St John Henry Newman College will give reasonable progress updates.
- Appropriate remedies will be offered and implemented.
- St John Henry Newman College will provide a review pathway for parties to the complaint if warranted.
- Complainants, respondents, and people associated with them will not be victimised as a result of lodging the complaints and they will not suffer any other reprisals.
- The school will keep records of complaints.
- The school's insurer will be informed if a complaint could be connected to an insured risk.

Responsibilities

School

The school has the following role and responsibilities:

- Develop, implement, promote, and act in accordance with the school's Complaints Handling Policy and Process.
- Appropriately communicate the school's Complaints Handling Policy and Process to students, parents, and employees, during enrolment, induction and via online or in-person meetings and updates.

- Ensure that the Complaints Handling Processes are readily accessible by staff, students and parents, both online and on location.
- Upon receipt of a complaint, manage the complaint in accordance with the Complaints Handling Process.
- Ensure that appropriate support is provided to all parties to a complaint.
- Take appropriate action to prevent victimisation or action in reprisal against the complainant, respondent or any person associated with them.
- Appropriately implement remedies.
- Appropriately train relevant employees.
- Keep records.
- Conduct a review/audit of the Complaints Register from time to time.
- Monitor and report to the governing body on complaints.
- Report to the school's insurer when that is relevant.
- Refer to the school's governing body immediately any claim for legal redress.

All Parties to a Dispute

The complainant and respondent both have the following role and responsibilities:

- Apply and comply with the school's Complaints Handling Policy and Process.
- Lodge the complaint as soon as possible after the issue arises.
- Expect that the complaint will be dealt with fairly and objectively; in a timely manner; with procedural fairness wherever practicable; that confidentiality and privacy will be maintained as much as possible.
- Provide complete and factual information in a timely manner.
- Not provide deliberately false or misleading information.
- Not make frivolous or vexatious complaints.
- Act in good faith, and in a calm and courteous manner.
- Act in a non-threatening manner.
- To be appropriately supported.
- Acknowledge that a common goal is to achieve an outcome acceptable to all parties.
- Recognise that all parties have rights and responsibilities which must be balanced.
- Maintain and respect the privacy and confidentiality of all parties.
- Not victimise or act in reprisal against any party to the dispute or any person associated with them.

Employees Receiving Complaints

Employees receiving complaints have the following role and responsibilities:

- Act in accordance with the school's Complaints Handling Policy and Process.
- Inform the party lodging the complaint of how complaints can be lodged, when they should be lodged and what information is required.

- Provide the complainant with information about any support or assistance available to assist them in lodging their complaint.
- Provide the complainant with a copy of the school's Complaints Handling Policy and Process.
- Maintain confidentiality.
- Keep appropriate records.
- To forward complaints to more senior employees, including the Principal, as appropriate.
- Not victimise or act in reprisal against the complainant, respondent or any person associated with them.

Implementation

St John Henry Newman College is committed to raising awareness of the process for resolving complaints at the school, including by the development and implementation of this policy and related processes, and via the clear support and promotion of the policy and process.

St John Henry Newman College is also committed to appropriately training relevant employees (especially senior staff) on how to resolve complaints in line with this policy and the related process.

St John Henry Newman College will keep appropriate records of complaints, will monitor complaints and their resolution, and will report on a high-level basis to the school Board on complaint handling at the school.

St John Henry Newman College will act to encourage students, parents, and employees to contribute to a healthy school culture where complaints are resolved with as little formality and disruption as possible.