



Dealing with complaints – preschool procedure

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
NQS: 7.1 Regulations: 173, 176	<p>Leading and operating department preschool guidelines</p> <p>Complaints handling policy</p> <p>Staff complaint procedures [PDF 623 KB]</p> <p>School community and consumer complaint procedure [PDF 489 KB]</p> <p>Making a complaint about NSW public schools – guide for parents and carers</p>	<p>Complaints handling guide – upholding the rights of children and young people [PDF 9.1 MB]</p> <p>ACECQA information sheet – Using complaints to support continuous improvement [PDF 609 KB]</p> <p>Raising concerns about early childhood education and outside school hours care services [PDF 405 KB]</p> <p>ACECQA's policy and procedures guidelines – Dealing with complaints [PDF 229 KB]</p>

Responsibilities

School principal	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure
-------------------------	--

	<ul style="list-style-type: none"> all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities planning and discussing ways to engage with families and communities, including how changes are communicated developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure this procedure is stored in the preschool in a way that it is accessible to all staff, families, visitors and volunteers they are actively involved in the review of this procedure, as required, or at least annually details of this procedure's review are documented.

Procedure

Who a complaint can be made to	<ul style="list-style-type: none"> Clearly displayed in the preschool entrance is information giving the school's phone number and noting that any complaints are to be directed to the school principal. Additionally, the contact details for the Regulatory Authority are given. Parents are also informed on how they can make a complaint on the school website and the parent preschool information booklet. If a staff member has concerns related to the behaviour or actions of another employee, contractor or volunteer, they must notify the school principal who will seek advice from the Professional and Ethical Standards (PES). Phone 7814 3722 or email pes@det.nsw.edu.au. Complaints about the school principal can be made to the relevant Director Educational Leadership and PES.
Dealing with complaints	<ul style="list-style-type: none"> Our preschool implements the NSW Department of Education's Complaints Handling policy. Complaints are dealt with in an open, respectful, and timely confidential manner.

	<ul style="list-style-type: none"> Initially, the preschool teacher will seek to address and resolve complaints respectfully and informally, as soon as possible. If a complaint cannot be resolved by the teacher, is a serious complaint or related to child protection, it will be referred to the nominated supervisor immediately. If an SLSO receives a complaint, they refer the matter to the preschool teacher promptly. Details of any complaints made are documented. Records of the complaints and actions taken are kept confidentially and securely on School Bytes (School's online administration system). The preschool teacher and/or the nominated supervisor maintain this documentation. Parents are informed of the progress and outcomes of their complaints in writing (Hard copy or email). This includes communicating if their complaint has led to improvements or changes in preschool operations.
Notification of a serious complaint	<ul style="list-style-type: none"> If a formal complaint is made alleging that the Law has been contravened, a child's wellbeing has been compromised or that a serious incident has occurred or is occurring, notification must be made to Early Learning (phone 1300 083 698) within 24 hours of the complaint being received.
Implementing the child safe standards	<ul style="list-style-type: none"> Our preschool deals with complaints in a manner that is child focussed. The preschool culture values and responds to children's voices. The environment is one of trust and inclusion that fosters children to ask questions and speak up if they feel unsafe. They are listened to and supported. Teachers and educators provide time and space for children to talk about their fears, concerns or safety concerns. Children's concerns are acted upon, including being informed of the outcome of their complaint, if appropriate. Children's input and feedback are sought to make the preschool a place where everyone feels safe. For example, the children contribute to the safety rules of different areas or activities of the preschool. Within the preschool community, it is understood that there will be no negative repercussions for a child or parent making a complaint. Complaints about children exhibiting harmful sexual behaviours will be reported to the nominated supervisor, as required by the department's Complaints Handling policy.

Record of procedure's review

Date of review	11 April 2025
Who was involved	Sharna Labbe, Deana Talevska, Alex Arancibia
Key changes made and reason why	Nil
Record of communication of significant changes to relevant stakeholders	<p>Principal: 11 April 2025</p> <p>Staff: 28 April 2025 – Weekly staff meeting</p> <p>Parents: 30 April 2025 – website and community procedure folder updated – message sent via Kinderloop</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>