

9.5 Complaints Handling Policy

To ensure service provision is in keeping with these policies and procedures and other applicable requirements, the service invites comments and complaints from children, parents/guardians, employees and the community. The service respects and considers all complaints, which require a serious resolution, and attempts to find a satisfactory resolution wherever possible.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Privacy Act 1988 and Regulations 2013*
- *National Quality Standard, Quality Area 6 – Collaborative partnerships with families and communities*
- *Policies: 8.6 – Employee and Volunteer Grievance, 9.3 – Communication with Families, 9.4 – Communication with Community, 9.8 – Parent Conduct, 10.8 – Information Handling (Privacy and Confidentiality)*



Procedures

In the first instance, all comments, grievances and/or complaints shall be directed to the coordinator.

However, the complainant will be directed to access the Approved Provider if:

- The complaint is about the conduct of the coordinator;
- The complainant is not comfortable to take the complaint to the coordinator;
- The complainant is not satisfied with the coordinator's handling of the complaint; and/or
- The complaint is about a matter of management and administration policy.

For this purpose, parents and others will be kept informed of the current contact details of the Approved Provider (or representative of). This information will be made available immediately on request, displayed in the service premises to be clearly visible from the main entrance and included in the Family Handbook.

Complaints will be requested to be put in writing via email so that both parties have a record of the complaint, when the complaint was sent, the contents of the complaint, and a correspondence trail between the complainant and the Coordinator/Approved Provider. Email of the complaint should be detailed and specific as much as possible to assist the Coordinator/Approved Provider to investigate the complaint and have a suitable response and resolution.

The coordinator will seek to resolve all genuine and reasonable complaints in the most appropriate way possible in consultation with the complainant. Discussions with the complainant will remain respectful and conducted in a place that affords privacy.

To encourage openness and honesty in the handling of complaints, the email will be stored confidentially and made accessible to the complainant on request, and other relevant individuals as needed to resolve the issue on approval from the complainant.

Any matters of complaint can be referred to the service Approved Provider or the relevant Regulatory Authority for further guidance and/or assistance.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	24 August 2018	19 November 2018	November 2018
		October 2021	October 2021
		August 2024	August 2024
		April 2026	April 2026