



# Policy for Dealing with Persistent, Unreasonable or Vexatious Complaints/Harassment

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## **Dealing with Persistent, Unreasonable or Vexatious Complaints/Harassment Policy**

### **Introduction**

At Southwold Primary School and Early Years' Centre staff deal with specific complaints as part of their day-to-day management of the school in accordance with the **Schools Concerns and Complaints Policy**.

The majority of complaints are handled in an informal manner and are resolved quickly, sensitively and to the satisfaction of the complainant.

We are 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 and will take action to protect staff from that behaviour, including that which is abusive, offensive or threatening.

However, there are occasions when complainants behave in an unreasonable manner when raising and/or pursuing concerns. The consequences are the actions of the complainants begin to impact negatively on the day-to-day running of the school and directly or indirectly on the overall well-being of the children or staff in the school. In these exceptional circumstances the school may take action in accordance with this policy.

### **1. Aims of Policy**

1.1 The aims of this policy are to:

- ✓ Uphold the standards of courtesy and reasonableness that should characterise all communication between the school and persons who wish to express a concern or pursue a complaint;
- ✓ Support the well-being of children, staff and everyone else who has legitimate interest in the work of the school, including governors and parents;
- ✓ Deal fairly and honestly, openly and transparently with those who make persistent or vexatious complaints and those who harass members of staff in school while ensuring that other stakeholders suffer no detriment.

### **2. Parents' Expectations of the School**

2.1 Parents/carers/members of the public who raise either informal concerns or formal complaints with the school can expect the school to:

- a) Regularly communicate to parents/carers in writing:
  - (i) How and when problems can be raised with the school;
  - (ii) The existence of the school's complaints procedure, and
  - (iii) The existence of the Policy for Dealing with Persistent or Vexatious Complaints and/or Harassment in Schools;
- b) Respond within a reasonable time;
- c) Be available for consultation within reasonable time limits bearing in mind the needs of the pupils within the school and the nature of the complaint;



- d) Respond with courtesy and respect;
- e) Attempt to resolve problems using reasonable means in line with the school's complaints procedure, other policies and practice and to keep the complainant informed of progress towards a resolution of the issues raised.

### **3. The School's Expectations of Parents/Carers/Members of the Public**

3.1 The School can expect Parents/Carers/Members of the public who wish to raise problems with the school to:

- a) Treat all school staff with courtesy and respect;
- b) Respect the needs and well-being of pupils and staff in the school;
- c) Avoid and use, or threatened use, of violence to people, or property;
- d) Avoid any aggression or verbal abuse;
- e) Recognise the time constraints under which members of staff in schools work and allow the school a reasonable time to respond;
- f) Recognise that resolving a specific problem can sometimes take some time;
- g) In the case of a complaint – Follow the School's Complaint Procedure

### **4. Who is A Persistent Complainant?**

4.1 For the purpose of this policy, a persistent/unreasonable complainant is a Parent/Carer or member of the public who complains about issues, either formally or informally, or frequently raises issues that the complainant considers to be within the remit of the school, and whose behaviour is unreasonable.

This school also 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*'.

Such behaviour is unreasonable and may be characterised by:

- a) Actions which are obsessive, persistent, harassing, prolific, repetitious.
- b) Prolific correspondence or excessive e-mail or telephone contact about a certain complaint.
- c) Uses Freedom of Information requests-excessively and unreasonably.
- d) An insistence upon pursuing unsubstantial complaints and/or unrealistic or unreasonable outcomes;
- e) An insistence upon pursuing complaints in an unreasonable manner.
- f) An instance on only dealing with the Head Teachers on all occasions irrespective of the issue and the level of delegation in the school to deal with such matters.



g) An insistence upon repeatedly pursuing a complaint when the outcome is not satisfactory to the complainant but cannot be changed, for example, if the desired outcome is beyond the remit of the school because it is unlawful.

4.2 For the purpose of this policy, harassment is the unreasonable pursuit of such actions in (a) to (g) above in such a way that they:

- a) Appear to be targeted over a significant period of time on one or more members of school staff and/or
- b) Cause ongoing distress to individual members(s) of school staff and/or
- c) Have a significant adverse effect on the whole/parts of the school community and/or
- d) Are pursued in a manner which can be perceived as intimidating and oppressive by the recipient. This could include situations where persistent demands and criticisms, whilst not particularly taxing or serious when viewed in isolation, have a cumulative effect over time of undermining confidence, well-being and health.

4.3 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;
- publishing unacceptable information in a variety of media such as in social media websites and newspapers.

## **5. The School's Actions In Cases of Persistent, Unreasonable or Vexatious Complaints or Harassment**

5.1 In the first instance the school will verbally inform the complainant that his/her behaviour is considered to be becoming unreasonable / unacceptable and, if it is not modified, action may be taken in accordance with this policy.

5.2 This will be confirmed in writing

5.3 If the behaviour is not modified the school will take some or all of the following actions as necessary, having regard to the nature of the complainant's behaviour and the effect of this on the school community:

- a) Inform the complainant in writing that his/her behaviour is now considered by the school to be unreasonable/unacceptable and, therefore, to fall under the terms of this policy
- b) Inform the complainant that all meetings with a member of staff will be conducted with a second person present and that notes of meetings may be taken in the interests of all parties



c) Inform the complainant that, except in emergencies, all routine communication with the complainant to the school should be by letter only

d) In the case of any serious incident of physical or verbal aggression or violence, the concerns and actions will be put in writing immediately and the police will be informed. In addition, the school may take legal advice and consider warning the complainant about being banned from the school site; or proceed straight to revoking the license to enter the premises for a fixed term

e) Consider taking legal advice on pursuing a case under Anti-Harassment legislation;

f) Consider taking legal advice about putting in place a specific procedure for dealing with complaints from the complainant, i.e. the complainant will not be able to deal directly with the Head Teacher but only with a third person to be identified by the governing body of the school, who will investigate, determine whether or not the concern/complaint is reasonable or vexatious and then advise the Head Teachers accordingly.

g) If the behaviour continues the Head Teacher will write to the complainant explaining that their behaviour is unreasonable and asking them to change it. For complainants who excessively contact the school causing a significant level of disruption, we may specify methods of communication and limit the number of contacts in a communication plan. This will usually be reviewed after six months.

5.4 Thus, based on 5.3f) legitimate new complaints may still be considered even if the person making them is, or has been, subject to the Policy for Dealing with Persistent or Vexatious Complaints and or/Harassment in Schools. However, the school will seek legal advice.

5.5 If a complainant's persistent complaining/harassing behaviour is modified and is then resumed at a later date within a reasonable period of time, the school may resume the process identified above at an appropriate level. In these circumstances legal advice may be sought.

## **6. Review**

6.1 The School will review as appropriate, and at minimum once every two school years, any sanctions applied in the context of this policy.