

# READY SET GO



## COMPLAINT/GRIEVANCE PROCEDURE

Feedback from families, children, educators, staff and the wider community is fundamental in creating an evolving Childcare Service working towards the highest standard of care and education. In the event that feedback includes divergent views which result in complaints or a grievance, the nominated supervisor or approved provider will ensure the grievance is managed conscientiously and confidentially following the procedure below.

Working in conjunction with the *Dealing with Complaints Policy* and *Dealing with Complaints Policy (Staff)*, this procedure provides detailed steps for receiving and managing informal and formal complaints and grievances.

### MAKING A COMPLAINT AT READY SET GO

Please see our complaints policy for Ready Set Go. This is available on our website or at <https://bit.ly/RSGpolicies>. To contact the CEO please email [info@readysset.au](mailto:info@readysset.au) or to contact the department directly please use [bsw.gar@education.vic.gov.au](mailto:bsw.gar@education.vic.gov.au) or use the online form listed in this form below.

Education and Care Services National Law or Regulations (Sec. 172, 174) (R. 12, 84, 149, 168, 170, 172, 173, 176 and 183) (NQS QA 6 and 7: Element 6.1.2, 6.2, 7.1.2 and 7.2.1 Relationships with families and Governance practices and procedures

Related Policy: *Dealing with Complaints Policy* and *Dealing with Complaints Policy (Staff)*

STEP 1: COMPLAINT PROCEDURE		
1	The approved provider, nominated supervisor and educators will review the Service's <i>Dealing with Complaints Policy</i> and <i>Dealing with Complaints Procedure</i> annually in consultation with families	
2	The name and telephone number of the person to whom complaints can be made is clearly visible at the Service	

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3	Information about our <i>Dealing with Complaints Policy</i> and the <i>Dealing with Complaints Procedures</i> as well as the complaints resources listed below will be easily accessible to all families, visitors, staff and volunteers	
4	The nominated supervisor or approved provider will treat all complaints and grievances seriously, professionally and as a priority while ensuring complaints or grievances remain confidential	
5	The nominated supervisor or approved provider will ensure complaints or grievances reflect procedural fairness and natural justice	
6	Families and complainants are encouraged to read through the Service's <i>Dealing with Complaints Policy</i> and <i>Family Conduct Guidelines</i> to ensure the most effective and appropriate method of communication is used when raising a complaint or grievance	
7	Complainants are encouraged to contact an appropriate educator directly to make an appointment to discuss the complaint or grievance and raise their concerns. (In many cases an informal resolution can be achieved by communication and discussion). Complaints should be discussed privately and at an appropriate time.  If complainants feel uncomfortable approaching the educator directly, we encourage them to contact Service management to arrange a formal meeting.	
8	If the complainant feels as though their grievance or complaint has not been resolved when approaching the educator, management will be contacted to arrange a formal meeting. They will contact the complainant within 24 hours of receiving the grievance or complaint.	
9	If any complaint or grievance is made verbally to an educator, a record of the conversation must be made and shared with the nominated supervisor. This record, although informal, should be kept in the <i>Complaints Register</i> .	
10	Staff, and families, visitors or members of the community are encouraged to submit a written complaint through the <i>Complaints/Grievance Form</i>	
11	Staff and families are encouraged to read through the Service's <i>Dealing with Complaints Policy</i> and <i>Dealing with Complaints Procedure</i> to ensure the most effective and appropriate method of communication is used when raising a complaint or grievance	
12	Management, nominated supervisors and educators ensure child safe approach to complaints involving a child or young person, taking into consideration their age, intellectual development and maturity as a commitment to the National Principles for Child Safe Organisations	

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## STEP 2: UPON RECEIPT OF A COMPLAINT/FEEDBACK

1	The nominated supervisor or approved provider will discuss the issue with the complainant within 24 hours of receiving the verbal or written complaint and will investigate and document the complaint or grievance fairly and impartially	
2	Management and staff will adhere to our <i>Privacy and Confidentiality Policy</i> when conducting an investigation into complaints or grievances. However, if a complaint or grievance involves a staff member or a child protection issue, a relevant agency will need to be informed. (See: <i>Child Protection Policy</i> for your state/territory.)	
3	The approved provider will notify the regulatory authority in writing within 24 hours of any complaints that a serious incident has occurred or the Education and Care Services National Law has been breached (Sec. 174) or where there is a reasonable belief that physical and/or sexual abuse of a child has occurred or is occurring at the service, or any allegation that sexual or physical abuse of a child has occurred or is occurring at the service including a complaint that alleges a child is exhibiting sexual behaviours and this behaviour may be harmful to the child or another child	
4	Families who wish to raise concerns regarding the management of Child Care Subsidy (CCS) should speak with the director/ nominated supervisor in the first instance. Families can raise concerns regarding management of the Child Care Subsidy to the Department of Education via their <a href="#">Online contact form</a> . Information about potential breaches of the Child Care Subsidy can be reported anonymously through an online report to the Department of Education; for more details, visit their website: <a href="#">Reporting fraud via a tip-off</a>	
5	A meeting will be arranged between the complainant and management of the Service. The <i>Complaint Management Form</i> may be used during the meeting to fairly and impartially document the complaint or grievance.	

## STEP 3: INVESTIGATING THE COMPLAINT

1	<p>The nominated supervisor or approved provider will begin an investigation of the complaint/grievance/feedback by:</p> <p>a) reviewing the circumstances and facts of the complaint (or breach) and inviting all affected parties to provide information where appropriate and pertinent</p>	
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	<ul style="list-style-type: none"> <li>b) discussing the nature of the complaint (or breach) and giving the accused educator, staff member, volunteer, parent or visitor an opportunity to respond</li> <li>c) permitting the accused person to have a support person present during the consultation (for example: Union Representative or family member)</li> <li>d) providing the employee with a clear written statement outlining the outcome of the investigation</li> <li>e) ensuring the procedure is child-focused and addresses concerns of any child</li> <li>f) children will be taken seriously and any disclosures of harm from any other person including other children will be addressed effectively (including a complaint of a child exhibiting sexual behaviours that may be harmful to the child or another child)</li> </ul>	
2	Management will use the <i>Complaint/Grievance Investigation Guide and Form</i> to record the investigation conducted, if an investigation is required	
3	Should the nominated supervisor or approved provider decide not to proceed with the investigation after initial enquiries, a written notification outlining the reasoning is to be provided to the complainant	
4	Should a conflict of interest arise during a complaint or grievance that involves the approved provider or nominated supervisor, other management will be nominated as an alternative mediator	
5	Our Service may also engage the resources of an Independent Conflict Resolution Service to assist with the mediation of a dispute. We will ensure that throughout the conflict resolution process the Services Code of Conduct is adhered to.	

## STEP 4: EVALUATION OF THE INVESTIGATION

1	The nominated supervisor or approved provider will advise the complainant and all affected parties of the outcome within 7 working days of receiving the verbal or written complaint or grievance	
2	Management will provide a written response outlining the outcome and provide a copy to all parties involved	
3	If a written agreement about the resolution of the complaint or grievance is prepared, all parties will ensure the outcomes accurately reflects the resolution and sign in agreeance	
4	The nominated supervisor or approved provider will monitor ongoing behaviour and provide support as required, and ensure the parties are protected from victimisation and bullying	

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## STEP 5: KEEPING RECORDS OF COMPLAINTS AND FEEDBACK

1	The nominated supervisor or approved provider will keep appropriate records of the investigation and outcome and store these records in accordance with our <i>Privacy and Confidentiality Policy</i> and <i>Record Keeping and Retention Policy</i>	
2	The nominated supervisor or approved provider will request feedback on the complaint or grievance process using a feedback form and review the effectiveness of the Service policy and procedures to ensure all complaints and grievances have been handled fairly and professionally	
3	The nominated supervisor or approved provider will track complaints to identify recurring issues within the Service through the <i>Complaints Register</i>	

## STEP 6: NOTIFICATIONS OF COMPLAINTS AND FEEDBACK

1	<p>The nominated supervisor or approved provider will notify the regulatory authority within 24 hours if a complaint alleges a breach of the Education and Care Services National Law and Regulations, the National Quality Standard or alleges the safety, health or wellbeing of a child is being compromised. If the nominated supervisor is unsure whether the matter is a notifiable complaint, it is good practice to contact the <a href="#">regulatory authority</a> for confirmation. Written reports must include:</p> <ul style="list-style-type: none"><li>• details of the event or incident</li><li>• the name of the person who initially made the complaint</li><li>• if appropriate, the name of the child concerned and the condition of the child, including a medical or incident report (where relevant)</li><li>• contact details of CEO, director or nominated supervisor</li><li>• any other relevant information</li></ul>	
2	Written notification of complaints must be submitted to the regulatory authority using the appropriate forms, which can be found on the ACECQA website: <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a> and logged using NQA ITS (National Quality Agenda IT System).	

## CONCERNS OR COMPLAINTS INVOLVING CHILDREN EXHIBITING SEXUAL BEHAVIOURS

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1	The approved provider, nominated supervisor, educators, staff, students and volunteers will ensure any complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child, or another child is reported to management promptly	
2	Educators and staff will respond to concerns or complaints, remaining calm and attentive. They will listen carefully, allow the child, family member, or other person to describe the incident, acknowledge their concern, and reassure the complainant that their concerns are being taken seriously.	
3	Educators and staff will refer to the Services <i>Child Protection Policy and Procedure</i> for guidance on mandatory reporting procedures, including contacting policy and emergency services for immediate assistance when necessary	
4	The approved provider will ensure the regulatory authority is notified via the NQAITS within 24 hours of any complaint alleging that a serious incident has occurred whilst a child is educated and cared for or complaints alleging that the Law has been contravened	
5	<p>Educators and staff will follow the <i>Traffic Lights Framework</i> to manage the complaint or concern:</p> <ul style="list-style-type: none"> <li>• RED- signals sexual behaviours which indicate immediate intervention and action</li> <li>• ORANGE- signals sexual behaviour which may be concerning and educators to take notice and gather information to assess appropriate action</li> <li>• GREEN- signals sexual behaviours that are 'normal' and age appropriate</li> </ul> <p>[Traffic Lights Framework-Age-appropriate Sexual Play and Behaviour in Children]</p>	
6	Educators and staff will document the complaint or concern while maintaining confidentiality and privacy in accordance with the Service's <i>Privacy and Confidentiality Policy and Procedure</i>	

REVIEW OF PROCEDURE			
Date procedure created	19 May 2025	To be reviewed	19 May 2026
Approved by	Z. Pottage	Signature	Zeke
Procedure Reviewed Date	Modifications/Changes		
December 2024	Update of the CCS Tip-off form		

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	New section regarding management of complaints involving children exhibiting sexual behaviours
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DEALING WITH COMPLAINTS RESOURCES		
NAME OF RESOURCE	RESOURCE DESCRIPTION	DESKTOP LIBRARY LOCATION
POLICY AND PROCEDURES		
Dealing with Complaints Policy	The <i>Dealing with Complaints Policy</i> provides information of how the service handles complaints or grievances, including notifiable complaints and serious incidents.	QA7 Policy Library
Complaints/ Grievance Procedure	This procedure provides detailed steps for receiving and managing informal and formal complaints and grievances.	Resources > Procedures
Complaint/ Grievance Investigation Guide and Form	The investigation guide provides guidance for management when responding to complaints or grievances of a more serious nature to ensure investigations are conducted effectively and efficiently. A template form is available to document the investigation process.	Resources > Procedures
Family Conduct Guidelines	The <i>Family Conduct Guidelines</i> are in place to emphasize the commitment and ethical responsibilities each family adopts when enrolling their child/ren at the service in conjunction with the <i>Enrolment Policy</i> , <i>Dealing with Complaints Policy</i> , <i>Family Handbook</i> and the Early Childhood Australia Code of Ethics.	Resources > Procedures
Complaints/ Grievance Form - General	Template available to provide to staff, families and the general community to submit complaints or grievances.	Resources > Forms
Complaints/ Grievance Management Form	This form is to be used to record details of meetings held between the Service and families, a member of the community or staff to address and resolve a complaint or grievance submitted, as per our <i>Dealing with Complaints Policy</i> . A copy of this document should be recorded in the <i>Complaints/Grievance Register</i> .	Resources > Forms

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Complaints/ Grievance Register	The <i>Complaints/ Grievance Register</i> provides an overview of complaints submitted to the service within a period of time.	Resources > Forms
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