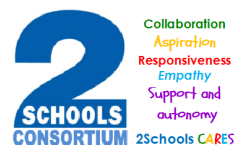


Stage 2. Formal Complaint Form

Updated July 2026



Before Submitting This Form

Before completing this formal (Stage 2) form, you are expected to make every reasonable effort to resolve your concerns informally through **Stage 1 (Early Resolution)**. This typically involves:

- Discussing the matter with your **Lead Mentor** or **Programme Leader**.
- Raising the issue within **2 months** of the incident occurring.
- Attempting mediation or face-to-face discussions to reach a timely resolution.

If Stage 1 was unsuccessful, or if there are exceptional circumstances (e.g., risk of victimisation or personal embarrassment) that prevent you from attempting informal resolution, please proceed with this form.

Confidentiality and Support:

- 2SC champions an inclusive culture; you may raise concerns without fear of reprisal.
- You have the **right to be accompanied or represented** by a third party (e.g., a colleague or Union representative) during any formal meetings.
- If you require **reasonable adjustments** to complete this process due to a disability, please notify the programme leader or accounting officer immediately.

SECTION ONE: YOUR DETAILS	
Full Name	
Email Address	
Main Placement School	
Telephone Number	
Correspondence Address	
SECTION TWO: EARLY RESOLUTION (STAGE 1)	
Have you attempted Stage 1 (Early Resolution)?	[] Yes [] No
If yes, provide the date of the meeting and the name of the staff member involved:	
If no, please explain the exceptional circumstances for moving directly to Stage 2:	
SECTION THREE: YOUR COMPLAINT	
Nature of Complaint (Select all that apply):	☐ Quality of Training/Mentoring ☐ Conduct of Staff/Peers ☐ Equality, Diversity, or Inclusion Issues ☐ Bullying, Harassment, or Victimisation ☐ Attendance/Workload Decisions ☐ Other. Please explain below
Details of Complaint: Please provide a clear summary of the key points, including specific dates of incidents and the names of any witnesses. Attach additional sheets and evidence if required.	
Desired Outcome: Please summarise how you would like to see this complaint resolved.	

SECTION FOUR: DECLARATION AND DATA PROTECTION

In accordance with the **Data Protection Act 2018**, 2Schools Consortium requires your consent for the following:

1. To hold the information provided on a secure electronic database for the purposes of this investigation.
2. To disclose relevant information to authorised members of the Consortium Board, legal advisers, or where required by law, for the reasonable purpose of investigating your complaint.
3. To monitor the impact of this complaint on your **well-being and workload** to ensure appropriate pastoral support is provided.

Signed	
Date	

Next Steps

1. **Submit:** Email this form to **training@oakthorpe.enfield.sch.uk**.
2. **Timeline:** 2SC aims to resolve Stage 2 investigations within **15 to 35 working days**.
3. **Completion:** Once the formal investigation is concluded, you will receive a written response. If internal procedures are exhausted, you will be issued a **Completion of Procedures (CoP) Letter** within 28 days, enabling you to refer the matter to the **OIA** if you remain dissatisfied