

Compliments, Comments and Complaints

Policy and Procedure

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Author:	Name	Rachael Brownhill	
	Job Title	Assistant Principal Progress, Partnerships and Engagement	
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Contents

2. Aims of the procedure	3
3. Scope	3
4. Outside of Scope	4
5. Comments	4
6. Compliments	4
7. Vexatious, malicious or frivolous complaints	4
8. Stages of Complaint	5
9. Complaints Procedure	5
9.1 Stage 1: Informal Complaint	5
9.2 Stage 2: Formal Complaint	6
9.3 Stage 3: Appeals Procedure	6
10. Student complaints relating to members of staff	7
11. Support for learners and stakeholders	8
12. Monitoring and Review	8
13. Independent External Review	8
13.1 Further Education	8

1. Introduction

- 1.1 The College will aim to listen to the views of all who use our services, learn from its mistakes and continually try to improve. The College wishes to encourage comments and compliments from stakeholders and effectively respond to complaints raised. Feedback from learners is welcomed as part of the College's approach to the development and enhancement of the quality of its services.
- 1.2 A complaint is an expression of dissatisfaction with a service. Often when the College is aware of a problem it can remedy it quickly. The College is committed to taking all complaints seriously by:
- Making the process of complaining as straightforward and easy as possible
 - Listening and responding to all written complaints
 - Investigating in a thorough and professional manner
 - Informing the complainant of any outcomes
 - Using the information gathered to improve our services and provide staff training if required
 - Making sure our complaints service is accessible to individuals with learning difficulties and/or disabilities and those for whom English is a second language
 - Ensuring confidentiality is preserved during the investigation of a complaint to safeguard the interests of *everyone* concerned unless disclosure is necessary to progress the complaint.
- 1.3 The Compliments, Comments and Complaints procedure is communicated to students through the Induction process, through their progress and pastoral tutors and via course tutors.. Compliments, Comments and Complaints boxes are placed in key areas within the College and the facility to electronically record compliments, comments and complaints is available on the College websites.

2. Aims of the procedure

- To provide a clear framework for learners and stakeholders to raise concerns, share comments and submit compliments;
- To give learners the opportunity to raise matters of concern about their examinations or assessment via a formal and documented process.
- To protect the interests of all learners.
- To facilitate a student's ultimate right of complaint to an awarding body, where it is appropriate.
- To support quality improvement in College services.
- To facilitate the sharing of good practice.

3. Scope

- 3.1 The policy is applicable to all categories of students at all College sites including those studying full time and part time and apprentices.

- 3.2 Recent students, i.e. those who have completed their studies within the last 6 months, are also in scope for the purposes of this policy.
- 3.3 Visitors, service users or people external to the College may be in scope for this policy depending on the nature of their complaint.

4. Outside of Scope

- 4.1 The Complaints Procedure does not apply where there are separate mechanisms in place:
- Appeals against assessment decisions (see 3.1);
 - Freedom of Information or Data Protection;
 - Staff Grievance Procedure;
 - Appeals or Complaints relating to the admissions process;
 - Complaints about student conduct;
 - Appeals against the college group's Positive Behaviour Policy.
- 4.2 This procedure will not be used for matters relating to assessment performance and academic judgement, except where a complaint about a service has to be resolved before an appeal decision can be made. The College reserves the right to reclassify a complaint as an academic appeal or vice versa, if the submission falls properly within the remit of one procedure rather than the other, or to consider matters together where there is good reason to do so.

5. Comments

- 5.1 Comments, when received by the Complaints Manager, are shared with the appropriate departmental manager(s) who will consider any action and response as necessary.
- 5.2 Comments can be submitted in writing to learnervoice@southport.ac.uk.

6. Compliments

- 6.1 Compliments received are shared with the member(s) of staff, their Line Manager(s) and the Personnel Department. If a compliment is used by the College in any of its publications, an acknowledgement letter will be sent to the originator expressing the College's gratitude and detailing how the compliment has been used.
- 6.2 Compliments can be submitted in writing to learnervoice@southport.ac.uk.

7. Vexatious, malicious or frivolous complaints

- 7.1 The College reserves the right to terminate consideration of a complaint if it becomes clear that it is vexatious, malicious or frivolous. In these cases, the complainant will be notified by letter, outlining why the complaint is being terminated and explaining the right of appeal. Vexatious or malicious complaints may result in disciplinary action.

8. Stages of Complaint

8.1 There are three stages to the complaint's procedure:

- Stage 1 – **informal**
- Stage 2 - **formal**
- Stage 3 -**appeal**.

Where possible informal suggestions and complaints should be dealt with and addressed by relevant staff in order to prevent the formal process being triggered.

8.2 Where complaints are raised collectively, the complaint should include a signed statement from all students confirming that they have been personally affected by the issue and authorising the College to correspond with a designated spokesperson.

8.3 Complaints made directly to the Principal will be directed to Stage 1 (Informal) or Stage 2 (Formal) of this Procedure dependent on the nature of the complaint.

9. Complaints Procedure

This procedure is intended to provide a process, which focuses on early resolution by College staff. Learners and stakeholders wishing to raise a complaint should follow each stage of the complaint procedure. These are:

9.1 Stage 1: *Informal Complaint*

9.1.1 The purpose of this stage is to try to satisfactorily resolve a complaint at a local level in the shortest possible time; every effort will be made to resolve complaints immediately and in an informal way. If it is not possible to resolve the complaint at the informal stage or the nature of the complaint makes this stage inappropriate, it will be necessary to proceed directly to Stage 2.

9.1.2 Stage 1 concerns should be raised immediately and no later than three weeks after their occurrence.

9.1.3 Students can raise issues or make an informal complaint in a variety of ways. These include taking the complaint to a tutor, progress tutor/coach, pastoral tutor, curriculum leader, Head of Division, Assistant Principal, Student Guidance or to a student representative.

9.1.4 Members of the public, parents, employers and visitors may make an informal complaint in a number of ways including by telephone, email, letter, via Student Guidance or the relevant Head of Division.

9.1.5 Should an individual have cause to complain about any aspect of College provision, they are encouraged initially to approach the relevant member of College staff in the first instance who will deal with the situation as required.

9.1.6 Complaints submitted in the early resolution stage should normally be raised within one month of the event unless there is a valid reason for the delay.

9.2 Stage 2: Formal Complaint

- 9.2.1 Individuals may wish to, either because of the nature of the complaint or because of the result of Stage 1, progress to Stage 2 of the procedures. Stage 2 is the beginning of the formal process. Formal complaints must always be in writing.
- 9.2.2 Stage 2 concerns should be raised within three weeks of exhausting Stage 1.
- 9.2.3 Anybody can raise an issue or make a formal complaint by completing the **Complaint's form which can be found on the college's website or accessed here**
- [Southport Education Group Complaints Form – Fill out form](#)
 - A paper version of this form is also available at the relevant College reception and in annex 1
 - Learners and stakeholders can also submit complaints to learnervoice@southport.ac.uk and should ensure the relevant information required in the form is included. For detail of the information required, please see annex 1
- 9.2.5 The complaint will be acknowledged by letter or email within 5 working days of receipt by the Complaints Administrator (subject to staff availability due to holidays or illness).
- 9.2.6 A senior manager will be appointed by the Assistant Principal Progress, Partnerships and Engagement as Investigating Officer who will conduct a thorough and fair review of the complaint and will speak to all parties concerned: this may involve contacting the complainant if the nature of the complaint is complex. In appointing an investigating officer, the Assistant Principal Progress, Partnerships and Engagement will seek to ensure that there are no conflicts of interest. At the end of the investigation the complainant will be contacted by the Complaints Administrator who will inform them of the outcome of the investigation. Normally the complainant will be notified of the outcome of their complaint within 15 working days of its receipt (although this may be extended, subject to staff availability, holidays or illness). The Complaints Administrator will notify them if this process is likely to take longer.
- 9.2.7 If the Investigating Officer reports that a complaint was justified, remedial action will be taken as soon as possible to address the problem. If the Investigating Officer reports that a complaint was unjustified, no further action will be taken. The complainant has the right to register an appeal against the outcome by writing to the Assistant Principal Progress, Partnerships and Engagement within 15 working days of date of receipt.

9.3 Stage 3: Appeals Procedure

- 9.3.1 The complainant needs to inform the Assistant Principal Progress, Partnerships and Engagement of their wish to appeal and the nature of the appeal. The Assistant Principal Progress, Partnerships and Engagement will appoint an independent senior manager to investigate. The senior manager will review the nature of the complaint, analyse the Investigating Officer's findings and report the outcome of the appeal to the Complaints Manager. On completion the senior manager will choose one of the following three options based on the evidence gained.
- Uphold the original decision
 - Change the outcome based on the evidence presented
 - Continue and extend the investigation
- 9.3.2 At the end of the investigation the senior manager will make a final decision. The Assistant Principal Progress, Partnerships and Engagement will inform the complainant of the outcome through the issue of a **"Completion of Procedures"** letter. The Appeal Stage is the final stage of the internal Complaints Procedure within the College.

9.3.3 **NB:** Complaints that refer to Governors or the Corporation should be triggered at Stage 2. In such cases, the Clerk to the College Corporation will investigate unless the Clerk is a subject of the complaint. Where the Clerk is the subject of the complaint the Chair of the Governing Board will investigate the complaint and appeals will be considered by an external, impartial person.

10. Student complaints relating to members of staff

10.1 The following applies to complaints relating to members of staff:

10.1.1 Where a student complaint received is with reference to a staff member the Assistant Principal Progress, Partnerships and Engagement will decide if appropriate to follow the complaints procedure or another College policy or procedure.

10.1.2 The Assistant Principal Progress, Partnerships and Engagement will inform the appropriate manager, usually the line manager, to trigger investigation.

10.1.3 Dependent on the content of the letter/complaint form, the line manager will outline in detail the nature of the complaint to the member of staff. Where necessary the complainant's name will be withheld. Note that data protection requires that if the member of staff chooses, they may use their legal right to view the documentation using the appropriate channels although in certain circumstances identification of the complainant can be withheld.

10.1.4 The investigating manager will discuss the issues with all concerned (staff and students where this is possible) and make a judgement on the justification of the complaint.

10.1.5 In the case of an unjustified outcome, the Complaints Administrator will issue the standard letter and line manager will inform the member of staff.

10.1.6 In the case of justified or partially justified complaint, the Assistant Principal Progress, Partnerships and Engagement and the investigating officer will agree content where appropriate. The investigating officer will then meet with the member of staff to share the contents of the letter. This may in serious cases signal the implementation of other formal College procedures.

10.1.7 The member of staff will have sight of the letter, prior to its release, which briefly reflects the justification as found by the manager investigating the complaint.

10.1.8 If the complaint is justified and the matter referred to other College procedures, the appeals process will be available under these procedures.

10.1.9 The complaints record will be stored in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR).

10.1.10 In some cases, justified complaints can trigger the Performance Procedure. Managers need to be aware that a justified complaint should not circumvent other action. The letters sent in response to a justified complaint should be brief.

11. Support for learners and stakeholders

- 11.1 Students and parents/carers/guardians may seek independent advice and support throughout this Procedure from the Student Guidance team. To contact the Student Guidance Centre please call 01704 392704 or email guidance@southport.ac.uk. If at any time, a student with a learning difficulty or disability or mental health condition is unable to engage with the Complaints Procedure, consideration will be given to putting the procedure on hold until support has been accessed.
- 11.2 Students who have particular requirements may request reasonable adjustments to these procedures. Requests will be considered individually, and students will be notified of the adjustments that have been agreed in at the earliest opportunity.

12. Monitoring and Review

- 12.1 The Assistant Principal Progress, Partnerships and Engagement will present a termly report to SLT on compliments, comments and complaints
- 12.2 The Assistant Principal Progress, Partnerships and Engagement will report regularly to the Corporation on complaints received as well as annual trends and will provide overall monitoring of the process including any actions arising.

13. Independent External Review

13.1 *Further Education*

- 13.1.1 If a complainant wishes to complain about how a complaint has been handled, and all internal procedures have been exhausted, they may wish to contact the Department for Education (within 3 months of final response)

Address: Complaints Team
 Department for Education
 Cheylesmore House
 Quinton Road
 Coventry
 CV1 2WT



Southport Education Group

Complaints Form

Please refer to the Southport Education Group's Compliments, Comments and Complaints Policy before submitting this form.

1. Your First Name:
2. Your Surname:
3. Your phone number:
4. Your email address:
5. Student ID number (if applicable):
6. Course Title (if applicable):
7. Your Complaint

Please describe your complaint in the box below. The information which you supply in this section is very important. You should try to give as much detail as possible, and you must ensure that essential information is all included on this form. The more information you can supply the more thorough our investigation can be.

8. Which stage are you raising your complaint under?

☐ Stage 1 – informal

☐ Stage 2 – formal

9. If you have selected Stage 2, please outline below the steps you have taken to resolve your concerns under Stage 1 of the procedure (informal)

10. What resolution to your complaint are you looking for?

Southport Education Group will only store your details for the purpose of replying to this complaint. Your email will not be passed onto any 3rd party agencies.

☐ I am happy for Southport Education Group to contact me in regards to this complaint