



COMPLAINTS POLICY

PURPOSE

The purpose of this policy is to:

- provide an outline of the complaints process at Mount Waverley Secondary College so that students, parents and members of the community are informed about how they can raise complaints or concerns about issues arising at our college.
- ensure that all complaints and concerns regarding Mount Waverley Secondary College are managed in a timely, effective, fair and respectful manner.

SCOPE

This policy relates to complaints brought by students, parents, carers, or members of our school community and applies to all matters relating to our college. In some limited instances, we may need to refer a complainant to another policy or area if there are different processes in place to manage the issue including:

- Complaints and concerns relating to fraud and corruption will be managed in accordance with the department's Fraud and Corruption Policy
- Criminal matters will be referred to Victoria Police
- Legal claims will be referred to the Department's Legal Division
- Complaints and concerns relating to child abuse will be managed in accordance with our Child Safety Responding Obligations Policy and Procedures

POLICY

Mount Waverley Secondary College welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning.

We value and encourage open and positive relationships with our school community. We understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

When addressing a complaint, it is expected that all parties will:

- be considerate of each other's views and respect each other's role
- be focused on resolution of the complaint, with the interests of the student involved at the centre
- act in good faith and cooperation
- behave with respect and courtesy
- respect the privacy and confidentiality of those involved, as appropriate
- operate within and seek reasonable resolutions that comply with any applicable legislation and Department policy.



- recognise that schools and the Department may be subject to legal constraints on their ability to act or disclose information in some circumstances.

Complaints and concerns process for students

Mount Waverley Secondary College acknowledges that issues or concerns can cause stress or worry for students and impact their wellbeing and learning. Mount Waverley Secondary College encourages our students to raise issues or concerns as they arise so that we can work together to resolve them.

Students (including any exchange students hosted by Mount Waverley Secondary College as a registered Student Exchange Organisation) with a concern or complaint can raise them with a trusted adult at school, for example, with your homegroup or mentor teacher, a classroom teacher, Year Level Coordinators, Wellbeing staff, and Education Support staff. This person will take your concern or complaint seriously and will explain to you what steps we can take to try to resolve the issue and support you.

You can also ask your parent, carer or another trusted adult outside of the college, to talk to us about the issue. Information about our parent/carer complaints and concerns process is outlined further below. The parent/carer process also applies to students who are mature minors, refer to: [Mature Minors and Decision Making](#).

Other ways you can raise a concern or complaint with us include talking to a student leader, Mount Matters representative, or participating in our Attitudes to School Survey

Further information and resources to support students to raise issues or concerns are available at:

- [Report Racism Hotline](#) (call 1800 722 476) – this hotline enables students to report concerns relating to racism or religious discrimination
- [Reach Out](#)
- [Headspace](#)
- [Kids Helpline](#) (call 1800 55 1800)
- [Victorian Aboriginal Education Association](#) (VAEAI)

Complaints and concerns process for parents, carers and community members

Preparation for raising a concern or complaint

Mount Waverley Secondary College encourages parents, carers or members of the community who may wish to submit a complaint to:

- carefully consider the issue/s you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the Department of Education and Training and Mount Waverley Secondary College (see “Further Information and Resources” section below).



Support person

You are welcome to bring a support person to assist you in raising a complaint or concern with the college. Please advise the college if you wish to have a support person assist you, and provide their name, contact details, and their relationship with you.

Raising a concern

Mount Waverley Secondary College is always happy to discuss with parents/carers and community members any concerns that they may have. Concerns in the first instance should be directed to your child's teacher and then Year Level Coordinators. Where possible, school staff will work with you to ensure that your concerns are appropriately addressed.

Making a complaint

Where concerns cannot be resolved in this way, parents or community members may wish to make a formal complaint to the Sub School Leader or the Head of Sub School

If you would like to make a formal complaint, in most cases, depending on the nature of the complaint raised, our school will first seek to understand the issues and will then convene a resolution meeting with the aim of resolving the complaint together. The following process will apply:

1. **Complaint received:** Please either email, telephone or arrange a meeting through the Sub School office, to outline your complaint so that we can fully understand what the issues are. We can discuss your complaint in a way that is convenient for you, whether in writing, in person or over the phone.
2. **Information gathering:** Depending on the issues raised in the complaint, the Sub School Leader or Head of Sub School may need to gather further information to properly understand the situation. This process may also involve speaking to others to obtain details about the situation or the concerns raised.
3. **Response:** Where possible, a resolution meeting will be arranged with the Sub School Leader or Head of Sub School to discuss the complaint with the objective of reaching a resolution satisfactory to all parties. If after the resolution meeting we are unable to resolve the complaint together, we will work with you to produce a written summary of the complaint in the event you would like to take further action about it. In some circumstances, the College Principal or relevant Campus Principal may determine that a resolution meeting would not be appropriate. In this situation, a response to the complaint will be provided in writing.
4. **Timelines:** Mount Waverley Secondary College will acknowledge receipt of your complaint as soon as possible and will seek to resolve complaints in a timely manner. Depending on the complexity of the complaint, Mount Waverley Secondary College may need some time to gather enough information to fully understand the circumstances of your complaint. We will endeavour to complete any necessary information gathering and hold a resolution meeting where appropriate within 10 working days of the complaint being raised. In situations where further time is required, Mount Waverley Secondary College will consult with you and discuss any interim solutions to the dispute that can be put in place.



Please note that unreasonable conduct (vexatious complaints) may need to be managed differently to the procedures in this policy.

Resolution

Where appropriate, Mount Waverley Secondary College may seek to resolve a complaint by:

- a change of decision
- a change of policy, procedure or practice
- offering the opportunity for student counselling or other support
- other actions consistent with school values that are intended to support the student, parent and school relationship, engagement, and participation in the school community.
- an apology or expression of regret

In some circumstances, Mount Waverley Secondary College may also ask you to attend a meeting with an independent third party or participate in a mediation session with an accredited mediator to assist in the resolution of the dispute.

Escalation

If a parent or community member is not satisfied that their complaint has been resolved by the school, or if their complaint is about the Principal and they do not want to raise it directly with them, they may contact the department by phone on **1800 338 663**, via the Enquiries form or by email at enquiries@education.vic.gov.au.

More information is available at [Make a complaint about your school](#). Mount Waverley Secondary College may also refer a complaint to the North Eastern Victorian Region if they believe that they have done all they can to address the complaint.

For more information about the department's parent complaints process, including the role of the Regional Office, please see: [Make a complaint about your school](#)

Record keeping and other requirements

To meet Department and legal requirements, our college will keep written records of;

- Serious, substantial or unusual complaints
- Complaints relating to the Child Information Sharing Scheme and Family Violence Information Sharing Scheme, to meet regulatory requirements – refer to Child and Family Violence Information Sharing Scheme for further information.

Our college also follows Department policy to ensure that record-keeping, reporting, privacy and employment law obligations are met with responding to complaints or concerns.



COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on college website
- Included in staff induction processes
- Included in our staff handbook/manual
- Annual reference in school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Complaints - Parents](#)

The Department's parents' website (<https://www.vic.gov.au/education-information-parents>)

Mount Waverley Secondary College documentation and policies that support the Complaints Policy:

- College Communications Policy
- Anti-Bullying Policy
- Inclusion and Diversity Policy
- Statement of Values.

Policy review and approval

Policy last reviewed	June 2024
Consultation	Education Sub Committee (College Council) June 20, 2024
Approved by	College Principal and School Council June 20, 2024
Next scheduled review date	June 2026

***Contact details for region were updated on 15/09/2025*