



**The Willows**  
**Children's Centre**  
 for Early Childhood  
 Development and Parenting



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## The Willows Children's Centre Parent Complaint Policy

We all expect quality and expert care and teaching for your child in order that they achieve their potential. Working together will give us the best chance of solving a problem that may arise during your child's time in our kindergarten.

We also recognise that at times things may go wrong. If you have a concern or a complaint, we want you to let us know. It's important to learn from mistakes or misunderstandings so that we can improve your child's experience and learning, and also improve processes where possible.

### About complaints or concerns

This information may be helpful in explaining what a complaint is:

A complaint may be made by a parent if they think that The Willows Children's Centre has, for example:

- done something wrong
- failed to do something it should have done
- acted unfairly or impolitely.

Your concern or complaint may be about:

- the type, level or quality of services
- the behaviour and decisions of staff
- a policy, procedure or practice.

Sometimes a complaint is about something we have to do because of State or Federal law. In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

***The first step in working through a complaint is to talk to the staff member involved, then to the Director if you are still not happy.***

In the unlikely event that the matter has not been addressed to your satisfaction, you can contact the DECD Parent Complaint Unit [www.decd.sa.gov.au/parentcomplaint](http://www.decd.sa.gov.au/parentcomplaint) or email [DECD.parentcomplaint@sa.gov.au](mailto:DECD.parentcomplaint@sa.gov.au). There is a Freecall number 1800 677 435.

Please read the attached *Parent Guide to Raising a Concern or Complaint* brochure. Steps guiding how complaints should be made are explained in the brochure. Use this guide to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

You are also able to contact the DECD Complaint Unit at any time to talk through your concerns.

Please remember, we want to learn from mistakes or misunderstandings so that we can improve your child's experience and learning.