



Family Grievance Procedures

Rationale

The well-being of children, educators and families is paramount to our Preschool community. For this reason we strongly encourage and value your involvement at Preschool, so that together we

can work as valuable partners to provide the best learning outcomes for all children.

At Ingle Farm Children's Centre we provide open communication and welcome feedback around any area of concern.

Occasionally issues or concerns may arise regarding the Preschool, its policies and practices, your child's learning or environment. In the event of a grievance/concern the following guidelines may be followed.

[National Quality Standards](#)

[Regulation 168 and 176 of the Education and Care Services National Regulations 2018.](#)

[Quality Area 7: Leadership and Service Management](#)

At IFCC:

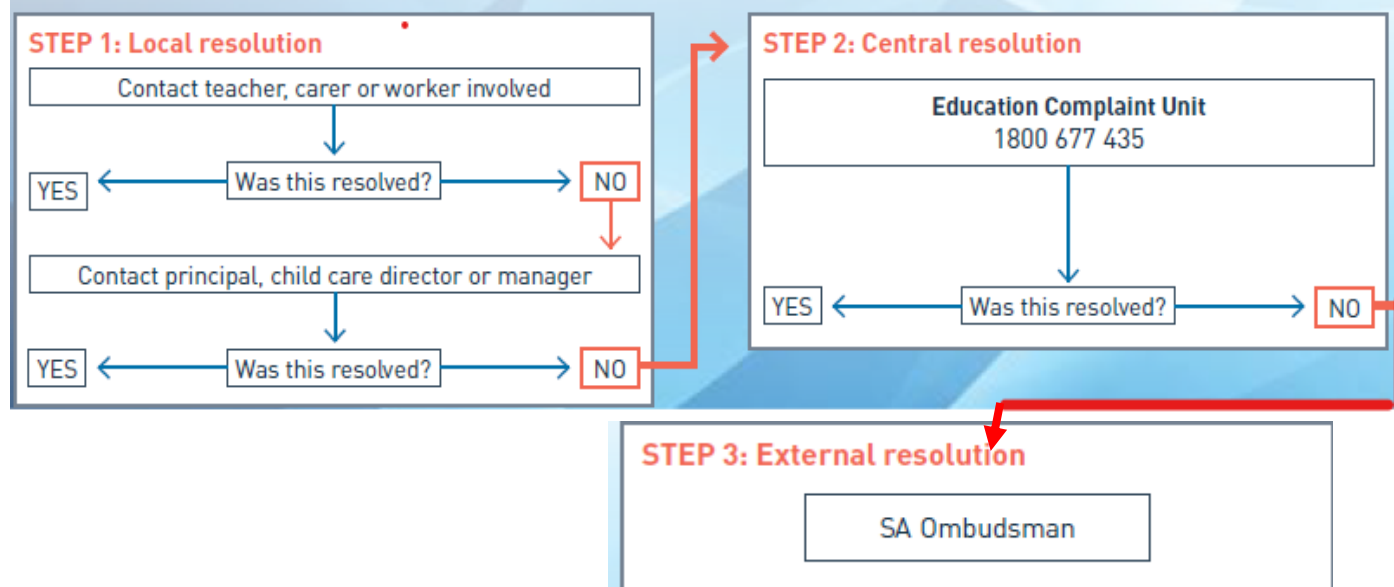
☐ Systems are in place to enable the effective management and operation of a quality service

There are also links to:

[Quality Area 6: Collaborative partnerships with families and communities](#)

Families with a grievance or concern should:

Steps for raising your concern or complaint



1. In the first instance, arrange a time (make an appointment) to speak with Ela who will decide the best course of action
2. Let the educator know what you consider to be the issue. You may raise a concern or complaint verbally or in writing.
3. Allow a reasonable, mutually agreed time frame for the issue to be addressed.
4. If you feel that the grievance has not been addressed or resolved, arrange a time to speak to the Preschool Director, Ela via appointment or phone on 82603511
5. If you feel that the grievance has not been addressed or resolves, arrange a time to speak with Education Director or Early Childhood Leader on 8314 4109

Any of these people will take every reasonable step to resolve your concern or complaint in a timely manner.

To further support the resolution of concerns and complaints, the department has also established a Customer Feedback Team. This unit has a dual function:

- ☐ To provide advice and support to families regarding their concern or complaint
- ☐ To undertake objective and impartial reviews of complaints that have not been resolved at the local or regional level.

Families may call the Department for Education Parent Complaint Unit hotline at any stage on 1800 677 435 for information, advice, and support. The unit may also contact via online feedback and complaints form on the Department for Education website.

Parties involved in a complaint can expect that they will be supported by the department throughout the complaint management process.

All parties involved in a complaint management process can bring a support person to any of the meeting held in relation to the complaint.

References:

- ☐ [Education and Care Services National Regulations, 2018.](#)
 - ☐ [National Quality Standards, 2018](#)
 - ☐ <https://www.education.sa.gov.au/complaint-management-and-reporting>
- Quality area 7: Leadership and service management

Approved by Governing Council Chairperson: _____

To be reviewed: term 2/ 2025