


COMPLAINTS RESOLUTION POLICY

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Responsible Manager	CEO		
Approving authority	Board	Approval date	14-Dec-2020
<i>Peter Seldon</i>	<i>Chair</i>		
Name	Position	Signature	

Speech and Language Development Australia welcomes all feedback as an opportunity to improve the quality of its services and operations. SALDA encourages the raising of complaints when dissatisfaction occurs and is committed to ensuring that all complaints are received, managed and resolved in alignment with our core values

1. PURPOSE

The purpose of this policy is to ensure that complaints about the operations of Speech and Language Development Australia (SALDA) are received, managed and resolved with respect, natural justice and in alignment with our core values.

2. SCOPE

This policy relates to any type of complaint about the operations of SALDA. Complaints may include employees, members, parents/carers, students, clients, contractors, volunteers, Board members and agents of SALDA, persons undertaking work experience or vocational placements and members of the wider community.

However, some complaints are handled more appropriately under other specific policies:

- Child protection concerns or risks of harm to children should be dealt with in accordance with the law and the school's Child Protection Policy.
- Student bullying complaints should be dealt with under the Student Bullying Policy.
- Student discipline matters should be dealt with under the Positive Behaviour Policy.
- Employee complaints related to their employment should be made in accordance with the Workplace Grievance Procedure.
- Student or employee violence or criminal matters should be directed to the Chief Executive Officer; they will involve the Police as appropriate, and for all criminal matters.

3. REFERENCES

- *Child Protection Policy*
- *Student Bullying Policy*
- *Positive Behaviour Policy*
- *Workplace Grievance Procedure*
- *Education (Accreditation of Non-State Schools) Regulations 2017*
- *Australian Education Regulations 2013*
- *Fair Work Act 2009*
- *Work Health and Safety Act 2011 (Qld)*
- *Privacy Act 1988 (Cth)*
- *Anti-Discrimination Act 1991 (Qld)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Age Discrimination Act 2004 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Corporations Act 2021 (Cth)*

4. POLICY

Rationale

SALDA is committed to ensuring that all complaints are received, managed and resolved with respect, natural justice and in alignment with our core values.

SALDA encourages the raising of complaints when dissatisfaction occurs in relation to an action, inaction or decision from any part of the organisation.

SALDA views the resolution of complaints as an integral part of its operations and accountability processes, which presents an opportunity to review and improve the quality of its services.

Complaints Resolution Principles

- **Openness** - SALDA and its employees will always be open to and welcome complaints of any nature and ensure that everyone is aware of this policy and how to raise a complaint.
- **Fairness** - SALDA will address any complaints received with integrity and in an equitable, objective and unbiased manner. Complaints will always be managed with regard for procedural fairness and natural justice.
- **Timeliness** - complaints will be received and resolved as quickly as possible without compromising the key principles of this policy or SALDA's core values.
- **Respect** – SALDA will treat complainants with respect and expects complainants to be respectful in raising their complaint and throughout the process towards resolution.

- **Confidentiality** – SALDA will maintain confidentiality and privacy where it is practical and appropriate to do so in its management and resolution of complaints.
- **Transparency** – Our procedures for complaint resolution will be clear and transparent
- **Resolution** - SALDA will aim to bring all complaints to resolution through the consistent application of its structured complaints management procedure.
- **Responsiveness** - mediation, negotiation and informal resolution are available alternatives to investigation
- **Communication** – Complainants will always be listened to, heard and kept informed throughout the complaints’ resolution process.
- **Accountability** – SALDA will keep records of complaints and outcomes, and regularly review these to ensure consistent implementation of this policy and to take the opportunity to improve its operations.

Adverse action including victimisation, repercussions or ill treatment of any person as a result of bringing a complaint will not be tolerated by SALDA.

5. REVIEW

This Policy will be reviewed annually.