

How to make a complaint at school?



DIFFERENT WAYS TO MAKE A COMPLAINT

- Verbally speaking to my Principal or Teacher
- Writing a letter and sending it to the school
- Indirectly in your written assignments, in artworks, or in any other way
- Send the school an email
- Provide an anonymous complaint through the College Notification, Feedback, and Suggestions Box. This box is located in the Administration Office (BOX 1) and in the School Library (BOX 2)
- Contact Child Wise - Phone: 1300 244 539 -Email: info@childwise.org.au

IT'S OK TO
SPEAK
UP

All students and young people attending Arrahman College have the right to feel safe

At Arrahman College, I have a voice and I am encouraged to use it to protect myself and the people I know and love.

WHAT HAPPENS AFTER A COMPLAINT IS MADE?

- The complaint is received and referred to the Child Protection Officer
- The child protection officer manages the complaint under the requirements of the child protection program
- The Principal will determine the appropriate course of action and reporting requirements
- Where appropriate, the Principal will provide a written response and overview of the action taken

If I am unhappy about the course of action taken after my complaint, I can ask for an internal review.

