



Process for Making a Complaint

From time-to-time, concerns between adults arise. The best way to deal with issues is to follow up with the person directly concerned when calm and communicate face-to-face in a respectful manner at an appropriate time and place. If the issues are unable to be resolved, enlist the support of team leader or school leadership. Refrain from talking about issues in public spaces where they could be overheard and potentially cause harm to individual or school reputation. Complaints brought to the attention of school leadership will be dealt with in a timely and dignified manner with a focus on resolution of the issue and maintenance of professional relationships between all parties.

