

COMPLAINT FORM

Complaints relating to

Part 5 (Fitness to Teach) of the Teaching Council Acts 2001-2015

Professional Standards, The Teaching Council

Block A, Maynooth Business Campus, Maynooth, Co Kildare, W23 Y7X0

Lo-Call 1890 224 224

Telephone +353 1 651 7900

Facsimile +353 1 651 7901

Email professionalstandards@teachingcouncil.ie

www.teachingcouncil.ie

Important Information

Please read the Teaching Council Information Booklet called "How to make a complaint about a registered teacher" before you complete this form. This information booklet will help to explain the complaints process, the type of complaints that can and cannot be considered and what can happen to your complaint. It is very important that you read the booklet before completing and submitting this complaint form. The booklet is available on the Teaching Council website - www.teachingcouncil.ie

The Teaching Council can only consider complaints about registered teachers. Members of the public and teachers can check if a teacher is registered with the Teaching Council by using the Search the Register facility [here](#).

The commencement date of Part 5 (Fitness to Teach) of the [Teaching Council Acts 2001-2015](#) was 25 July 2016. We can generally only consider complaints where the matters complained about took place on or after 25 July 2016. For complaints **relating to professional misconduct and where the events took place before 25 July 2016**, the Investigating Committee can only decide to proceed to consider and investigate the complaint in **exceptional circumstances**. The Committee is only entitled to proceed where it believes that:

- a. The conduct complained of is conduct that, if proven, would have constituted a criminal offence at the time that it occurred, **and**
- b. The conduct is of such a nature as to reasonably give rise to a bona fide concern that a child or vulnerable person may be physically, sexually or emotionally exploited or abused.

For a complaint to be referred by our Investigating Committee to our Disciplinary Committee, the complaint must be of a serious nature.

In general, you should bring your complaint to the teacher's school before you consider making a complaint to the Teaching Council.

At present there are no grievance procedures prescribed by the Minister for Education and Skills under section 28 of the Education Act, 1998. However, if and when section 28 procedures are established, the Teaching Council will not be able to look into a complaint until those grievance procedures have been exhausted (or come to an end) unless there are good and sufficient reasons.

If you are complaining about more than one teacher, please complete a **separate** complaint form for each teacher.

Our preference is for you to [download the complaint form from our website](#), type the details on to the complaint form and then print, sign and post it to us. If this is not possible and if you are completing the complaint form by hand, please write as neatly and clearly as possible. Don't forget to enclose any other documentation that you wish to submit with the complaint form.

Please post the signed complaint form to us at: Professional Standards, The Teaching Council
Block A, Maynooth Business Campus, Maynooth Co. Kildare, W23 Y7X0.

The Teaching Council processes data in accordance with its Privacy Policy, available from the website www.teachingcouncil.ie

1. Your Details

Title:	
Your full name:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Address Line 4:	
Address Line 5:	
Eircode, (if known)	
Your date of birth:	
Your daytime telephone number: (include area code)	
Your mobile phone number:	
Your email address:	
Relationship (if any) to the child or children the subject of the complaint	

2. Details of the registered teacher you are complaining about

Please provide the full name of the registered teacher you are complaining about, together with the name and address of the school where the teacher works (if known).

If the incident occurred at a different place, please say where it occurred.

Every teacher has a registration number. It would be helpful if you could include this number on the form. You can [search the register](#) for the teacher's registration number on the Teaching Council website www.teachingcouncil.ie.

Remember - if you are complaining about more than one teacher, you need to complete separate complaint forms for each teacher.

The Teacher's Details

Teacher's Full Name:	
Teaching Council registration number (if known):	
The name of the school where the teacher works (if known):	
The address of the school where the teacher works (if known):	
Details of the location where the incident(s) you are complaining about occurred:	

3. The school and local procedures

In general, you must bring your complaint to the teacher's school **before** you consider making a complaint to the Teaching Council.

Did you make a complaint about this to the school concerned?

- Yes
 No

If Yes, please continue to answer the following questions:

When did you make your complaint to the school? Provide exact date if possible

Was your complaint made in writing?

- Yes (If Yes, please provide a copy of your complaint if available)
 No

What is the name of the person you addressed your complaint to?

For example, name of teacher, Principal or Chairperson of the Board of Management to whom you submitted your complaint

Please provide details of how your complaint was dealt with by the school and provide copies of all correspondence from the school including correspondence from the Board of Management in relation to the investigation of your complaint.

If you have not made a complaint to the school in relation to this matter, please state your reasons why?

4. Details of your complaint

In order to enable us to understand your complaint against the registered teacher, please describe your complaint fully, using the boxes below.

Please describe exactly

- What happened (describe specifically what the teacher did)
- Where the incident(s) happened and
- When the incident(s) happened (include exact dates if possible)
- Please describe exactly what you allege happened

If you do not have enough space, please continue on a separate sheet(s).

Please tick here if you have included a separate sheet

What happened

Where the incident(s) happened

When the incident(s) happened, (please provide the exact dates, where possible)

5. Documents

If you have any documents that might support your complaint, please enclose copies and list them in the space below. If requested, we will return any documents which you send to us once we have copied them.

6. Witnesses

Did anyone else witness the incident(s) that you are complaining about?

If so, please inform us of their names and contact details (if known) and explain how each person was involved.

Name(s)	Contact Details (if known)	Involvement

7. Other organisations

Have you made a complaint about this to any other organisation(s)?

Yes

No

If you have complained about this to any other organisation(s), please list the organisation(s) that you have complained to.

(For example, this could include TUSLA-Child and Family Agency and/or An Garda Síochána):

Name of the organisation that you complained to	Name and Contact details of the person you dealt with

If you have complained about this to any other organisation(s), please give us brief details of what happened to your complaint and send us copies of all correspondence between you and that organisation. If you do not have enough space, please continue on a separate sheet(s).

Please tick here if you have included a separate sheet

Please note that the Teaching Council's consideration of a complaint is independent to any other organisation. Your complaint will be considered by the Teaching Council on its own merits.

8. Declaration section

- I have read the information booklet in relation to how to make a complaint.
- I have provided my name and a contact telephone number and signed the complaint form.
- I have provided the full name and relevant details of the registered teacher concerned.
- I have described my complaint as fully as possible.
- I have enclosed any other correspondence about my complaint that I have sent to, or received from, any other organisation(s).
- I have checked that all pages of this form are complete and enclosed together with any additional pages.
- I understand that a copy of my complaint form and any documents attached to it, together with any further information I submit during the complaint process will be sent to the teacher that I am complaining about.**
- I understand that it may be necessary for the Teaching Council to pass information in relation to my complaint to bodies including Tusla (Child and Family Agency), An Garda Síochána and/or the National Vetting Bureau, in accordance with the Teaching Council's obligations regarding the protection of children and vulnerable persons.
- I understand that I may be required to give evidence in relation to my complaint if a hearing takes place before a panel of the Disciplinary Committee.
- I confirm, that to the best of my knowledge and belief, all information that I have included is complete and accurate.

Name (block capitals):

Signature: _____

(Please **print the form** and **sign** here in blue or black pen)

Date:

Completed form and any supporting documentation should be posted to us at:

Professional Standards
The Teaching Council
Block A
Maynooth Business Campus
Maynooth
Co. Kildare
W23 Y7X0

For more information about our complaints process please visit the Professional Standards section of our website www.teachingcouncil.ie.

Print Form