



Complaints Policy

Arrow Care Training Ltd views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person or an organisation that has made the complaint.

Our policy is: -

- To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint
- To publicise the existence of our complaints procedure so that people know how to contact us to make a complaint
- To ensure all staff members have been trained to understand their role should a complaint be received
- To ensure all complaints are investigated fairly and in a timely way
- To ensure that complaints are, wherever possible, resolved and that relationships are repaired
- To gather all relevant information as quickly as possible and resolve the complaint

Definition of a complaint: -

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of Arrow Care Training Ltd or any staff member.

Where complaints come from:-

Complaints may come from any person or organisation who has a legitimate interest in Arrow Care Training Ltd. A complaint can be received verbally by phone, in person, by email, by text message or in writing.

This policy does not cover complaints from staff, who should use Arrow Care Training Ltd Grievance policy.

Confidentiality:-

All complaint information will be handled sensitively and will only be shared on a needs to know basis. All information will be kept as identified in the UK-GDPR legislation.

Responsibility:-

Overall responsibility for this policy and its implementation lies with Dianne Taylor- Director

Review:-

This policy is reviewed annually or prior to this date if any changes are identified

Contact Details for Complaints: -

Written complaints may be sent to Arrow Care Training Ltd at Century House, 109 Station Rd, Halfway, Sheffield, South Yorkshire S20 3GT or by e-mail at dianne.taylor@arrowcaretraining.co.uk

Verbal complaints may be made by phone to 0114 2475777 or mobile 07974406557 or in person to the above address.

Receiving Complaints: -

Complaints received by telephone or in person need to be recorded. The person who receives the telephone call or in person complaint should: -

- Write down the facts of the complaint
- Take the complainant's name, address and telephone number
- Note down the relationship of the complainant to Arrow Care Training Ltd
- Tell the complainant that we have a complaints procedure and offer to send them a copy
- Explain the process to complainant
- Where appropriate, ask the complainant to send a written account by post or by email so that the complaint is recorded in the complainant's own words.

For further guidelines about handling verbal complaints, see Appendix 1

Resolving Complaints: -

Stage One

In many cases, a complaint is best resolved by the person responsible for the issue being complained about. If the complaint has been received by that person, they may

be able to resolve it swiftly and should do so if possible and appropriate. Whether or not the complaint has been resolved, the complaint information should be passed to Dianne Taylor within one working day. On receiving the complaint Dianne Taylor will record it in the complaints log. If it has not already been resolved, she will delegate an appropriate person to investigate it and to take appropriate action.

If the complaint relates to a specific person, they should be informed and given a fair opportunity to respond.

Complaints should be acknowledged by the person handling the complaint within five working days. The acknowledgement should say who is dealing with the complaint and when the person complaining can expect a reply. A copy of this complaint's procedure should be attached.

Ideally complainants should receive a definitive reply within twenty eight working days. If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.

Whether the complaint is justified or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint.

Stage Two

If the complainant feels that the problem has not been satisfactorily resolved at Stage One, they can request that the complaint is reviewed by another Director. At this stage, the complaint will be passed to Nicola Starrs – Director. The request for a review should be acknowledged within seven working days of receiving it. The acknowledgement should say who will deal with the case and when the complainant can expect a reply. The person who receives Stage Two complaints may investigate the facts of the case themselves or delegate a suitably senior person to do so. This may involve reviewing the paperwork of the case and speaking with the person who dealt with the complaint at Stage One.

If the complaint relates to a specific person, they should be informed and given a further opportunity to respond. The person who dealt with the original complaint at Stage One should be kept informed of what is happening.

Ideally complainants should receive a definitive reply within twenty eight working days. If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.

Whether the complaint is upheld or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint.

The decision taken at this stage is final, unless Nicola Starrs decides it is appropriate to seek external assistance with resolution. Nicola Starrs may vary the procedure for good reason. This may be necessary to avoid a conflict of interest, for example, a complaint

about the Director should not also have the Director as the person leading a Stage Two review.

Monitoring and Learning from Complaints: -

Complaints are reviewed annually to identify any trends which may indicate a need to take further action.

Practical Guidance for Handling Verbal Complaints:-

- Remain calm and respectful throughout the conversation
- Listen - allow the person to talk about the complaint in their own words. Sometimes a person just wants to "let off steam"
- Don't debate the facts in the first instance, especially if the person is angry
- Show an interest in what is being said
- Obtain details about the complaint before any personal details
- Ask for clarification wherever necessary
- Show that you have understood the complaint by reflecting back what you have noted down
- Acknowledge the person's feelings (even if you feel that they are being unreasonable) - you can do this without making a comment on the complaint itself or making any admission of fault on behalf of the organisation e.g. "I understand that this situation is frustrating for you"
- If you feel that an apology is deserved for something that was the responsibility of your organisation, then apologise
- Ask the person what they would like done to resolve the issue
- Be clear about what you can do, how long it will take and what it will involve.
- Don't promise things you can't deliver
- Give clear and valid reasons why requests cannot be met
- Make sure that the person understands what they have been told