



Home-Start Kirklees

COMPLAINTS POLICY & PROCEDURE

Adopted: April 2009
Reviewed: April 2018
For Review: April 2021

Signed:
Chair of Trustees

Date:

Policy Statement

Home-Start is committed to developing the quality of its services. The Complaints Procedure enables referrers, other stakeholders and families being supported by Home-Start to make complaints about the service and to have their complaints considered.

A complaint, in the context of the Procedure, means: *'the expression of dissatisfaction with the service provided and the wish to have that dissatisfaction recorded and/or considered for improvement of the service and for the removal of dissatisfaction'*.

1. Home-Start Kirklees recognises that an open attitude to comments and complaints assists volunteers, staff and the Trustee Board to be more sensitive to families' needs. It can also provide helpful information to support the quality of the service we provide to families; consequently, the senior worker and Trustees will use information from complaints as a performance monitoring tool.
2. Complaints about any aspect of the service – whether delivered by a volunteer or a paid member of staff – will be taken seriously, with the aim of taking appropriate action to resolve problems and improving performance.
3. Complaints will be investigated by the senior worker and Trustees, as appropriate, and the family or person making the complaint will be told the outcome of the investigation. Where the senior worker or a Trustee is the subject of a complaint, they will not investigate that complaint.
4. Where it proves impossible to resolve a complaint, or where serious issues concerning the running of the scheme come to light, the Trustees will seek advice from an appropriate specialist adviser at Home-Start UK.

Who this procedure does not relate to

- a) Employees of Home-Start: The Complaints Procedure is separate and distinct from the Grievance and Disciplinary Procedures which enables employees to raise grievances in connection with their condition of employment and other employment-related matters.
- b) The Disciplinary Procedure: is used by the employer when an employee may be in breach of the terms of employment. However, an investigation of complaints may lead to disciplinary issues.

Responsibility of staff and volunteers

Home-Start staff and volunteers need to be sensitive and helpful to the complainant, and those acting on their behalf, who express a concern. This is part of Home-Start’s commitment to a high quality service. Staff should give information about the Complaints Procedure and help complainants to understand and use it.

Staff and volunteers must advise anyone who feels that they may have been subject to any discrimination that they also have the right to use the provisions of the Equality Act 2010. **There should be no delay in giving this information since there is a three month time limit for making applications under the Act.** However, it is up to the person concerned to decide whether to use that process and it is advisable for them to take specialist advice before proceeding.

The senior worker within the scheme is responsible for ensuring the smooth working of the Complaints Procedure.

If a complaint is related to the Senior Manager, a designated trustees will be the main point of contact until after an investigation is complete.

Time Frame and Recording Requirements

1	Anyone wishing to make a complaint will be informed about this procedure and will be sent a complaint form (appendix 1).
2	If a letter of complaint has been received this will be attached to a complaint form.
3	All complaints received will be acknowledged within 5 working days and a copy sent to the chair of the trustee board. All complaints will be recorded on the Complaints record form (Appendix 2) and retained.
4	Once the complaint has been acknowledged it will be investigated. Investigators appointed and will normally meet within 15 working days of complaint being acknowledged. The timescale of resolving the complaint will be confirmed to the complainant as aiming to provide a response within 25 working days . Investigation commences.
5	Snr Manager discusses complaint with chairperson – result of investigation sent to complainant and recorded with complaint.
6	If complainant still dissatisfied - meeting of trustees called within 15 working days of receipt - final response sent after meeting. Appendix 3 record completed and retained.
7	The trustee board will be notified of all complaints and all follow up actions

Date procedure and Procedure adopted: _____

Signature of Chair: _____

Date procedure to be reviewed _____

Appendix 1:

To be completed by the complainant (or attached to complainants letter of complaint). Please note if the complainant is being assisted please confirm that you have permission to make this complaint on their behalf. See below:-

Home-Start	Complaint No.:
Name and Address of Complainant	If acting on behalf of the complainant please give your name and address as well as that of the person you are assisting.
Name:	Name:
Address, including post code:	Address, including post code:
Telephone No.:	
Details of complaint	
(continue on a separate sheet if necessary)	

Appendix 2:

To be completed by the relevant person in the Home-Start scheme (usually the Home-Start organiser/co-ordinator).

Home-Start _____	Complaint No.:
Name and Address of Complainant	
Content of Complaint	
Unhappy about staff or volunteer's attitude	
Lack of care and attention by staff or volunteers	
Racial discrimination	
Lack of response to requests or messages	
Other (specify)	
Stage One	Dates
Complaint received	
Complaint acknowledged	
Complaint recorded	
Copy to chairperson	
Written response sent to Complainant	
Stage Two (if applicable)	Dates (*or name)
Reply by complainant to response received	
Reply acknowledged	
Reply recorded	
Copy to chairperson	
Investigation commenced	
Name(s) of person(s) investigating complaint	*

Home-Start _____	Complaint No.:
Investigation completed, outcome recorded	
Written response sent to Complainant	

Appendix 3

Stage 3: To be completed if complainant still dissatisfied after outcome of investigation: Meeting of trustees - final response sent to complainant after meeting.

Home-Start	Complaint No.:
Name and Address of Complainant	
Written dissatisfaction acknowledged	
Written dissatisfaction recorded	
Copy to chairperson	
Special meeting - notices sent	
Special meeting - date held	
Written response sent to Complainant	