



COMPLAINTS POLICY AND PROCEDURE 2016

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1. POLICY STATEMENT

Daisi 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 organisation that has made the complaint.

Our policy is:

- i) to provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint
- ii) to publicise the existence of our complaints procedure so that people know how to contact us to make a complaint
- iii) to make sure everyone at Daisi knows what to do if a complaint is received
- iv) to make sure all complaints are investigated fairly and in a timely way
- v) to make sure that complaints are, wherever possible, resolved and that relationships are repaired
- vi) to gather information which helps us to improve what we do

2. DEFINITION OF A COMPLAINT

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of Daisi.

3. WHERE COMPLAINTS COME FROM

Complaints may come from people who are external from Daisi, including partners and Daisi artists.

Staff and Trustees would go into a Grievance Procedure, not a complaints procedure

4. CONFIDENTIALITY

All complaint information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

5. PUBLICISED CONTACT DETAILS FOR COMPLAINTS

Written complaints may be sent to Daisi at Exeter Library, Castle Street, Exeter EX4 3PQ or by e-mail at admin@daisi.org.uk.

Verbal complaints may be made by phone to 01392 494162 or in person to the address above or at any of our events or activities.

6. RECEIVING COMPLAINTS

Complaints received by telephone or in person need to be recorded. The person who receives a phone or in person complaint should:

- i) write down the facts of the complaint
- ii) take the complainant's name, address and telephone number
- iii) tell the complainant that we have a complaints procedure
- iv) tell the complainant what will happen next and how long it will take
- v) 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.

7. RESOLVING COMPLAINTS

7.1 Stage One

- i) 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. If the complaint is handled by a Daisy artist they should first try to resolve the issue themselves and, in any event, they should refer the issue to the Project Manager to follow up if appropriate.
- ii) Whether or not the complaint has been resolved, the complaint information should be passed to the Director within one week.
- iii) On receiving the complaint, it should be recorded in the complaints log. If it has not already been resolved, they delegate an appropriate person to investigate it and to take appropriate action.
- iv) If the complaint relates to a specific person, they should be informed and given a fair opportunity to respond.
- v) Complaints should be acknowledged by the person handling the complaint within 5 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 complaints procedure should be attached.

- vi) Ideally, complainants should receive a definitive reply within 10 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.
- vii) 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.

7.2 Stage Two

- i) If the complainant feels that the problem has not been satisfactorily resolved at Stage One, they can request that the complaint is reviewed at Board level. At this stage, the complaint will be passed to the Chair of the trustees.
- ii) The request for Board level review should be acknowledged within 5 working days of receiving it. The acknowledgement should say who will deal with the case and when the complainant can expect a reply.
- iii) The Chair of trustees may investigate the facts of the case themselves or delegate to another Daisi trustee. This may involve reviewing the paperwork of the case and speaking with the person who dealt with the complaint at Stage One.
- iv) If the complaint relates to a specific person, they should be informed and given a further opportunity to respond.
- v) The person who dealt with the original complaint at Stage One should be kept informed of what is happening.
- vi) Ideally complainants should receive a definitive reply within 10 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.
- vii) 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.
- viii) The decision taken at this stage is final, unless the Board decides it is appropriate to seek external assistance with resolution.

7.3 External Stage

The complainant can complain to the Charity Commission at any stage. Information about the kind of complaints the Commission can involve itself in can be found on their website at:

<https://www.gov.uk/government/publications/complaints-about-charities/complaints-about-charities>

8. VARIATION OF THE COMPLAINTS PROCEDURE

The trustees may vary the procedure for good reason. This may be necessary to avoid a conflict of interest, for example, a complaint about the Chair should not also have the Chair as the person leading the Stage Two interview.

9. MONITORING AND LEARNING FROM COMPLAINTS

Complaints will be reviewed regularly to identify any trends which may indicate a need to take further action.

Appendix 1 - Practical guidance for handling verbal complaints

- i) remain calm and respectful throughout the conversation
- ii) listen - allow the person to talk about the complaint in their own words.
- iii) sometimes a person just wants to "let off steam"
- iv) don't debate the facts in the first instance, especially if the person is angry
- v) show an interest in what is being said
- vi) obtain details about the complaint before any personal details
- vii) ask for clarification wherever necessary
- viii) show that you have understood the complaint by reflecting back what you have noted down
- ix) 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"
- x) if you feel that an apology is deserved for something that was the responsibility of your organisation, then apologise
- xi) ask the person what they would like done to resolve the issue
- xii) be clear about what you can do, how long it will take and what it will involve.
- xiii) don't promise things you can't deliver
- xiv) give clear and valid reasons why requests cannot be met
- xv) make sure that the person understands what they have been told
- xvi) wherever appropriate, inform the person about the available avenues of review or appeal

DOCUMENT CONTROL SHEET

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Chair of Trustees

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