



Compliments and Complaints Procedure Policy

1. Overview

- 1.1 Autism Support Allerdale and Copeland (ASAAC) strives for high standards in the participation, engagement and involvement of our representatives and those who work with or for us. We welcome feedback from individuals, and anyone who works with us, on all aspects of our activity. Such feedback is invaluable in helping us evaluate and improve our activity.

1.2 The objectives of the ASAAC Compliments and Complaints Policy are to:

Ensure everyone knows how to provide feedback and how a complaint will be handled. Ensure that complaints are dealt with consistently, fairly and sensitively within clear timeframes. Provide those we engage with a fair and effective way to complain about our activity. Ensure that compliments and complaints are monitored and used to improve Registered Charity Number – 1180100

2.2 This policy and procedure relate only to complaints received about ASAAC representatives and workers.

3. Compliments and Complaints Procedure

3.1 Compliments

Any verbal or written compliments will be recorded by the person who receives the compliment and passed to the chair for recording on the Compliments Register.

3.2 Complaints

There are 2 stages to the complaint's procedure:

Stage One - Complaint

Stage Two – Independent review

Stage One

- 3.3 The ASAAC aims to settle complaints quickly and satisfactorily. The complaint may be resolved informally by way of an apology, by providing an explanation of why a situation or behaviour occurred, or by any other appropriate remedy.
- 3.4 Individuals wishing to make a complaint should contact the ASAAC chair - sm.asaac@gmail.com or 07702580347 - if the complaint is about the chair contact – Any of the other 2 trustees.
- 3.5 If the user prefers to make a verbal complaint, then the person receiving the call will make a written record of this complaint. If the user is willing to/or asks to submit a written complaint, then they are asked to submit in writing relevant information about the individuals they are complaining about, the reasons for the complaint, the date(s) on which events or discussions which may have led to the complaint occurred, and what outcome they would like to see as a result of their complaint.
- 3.6 On receipt, each complaint will be logged on a Complaints Register by the secretary of the group. If the complaint is in relation to the secretary, the complaint should be sent to the chair.
- 3.7 Complaints will be acknowledged within 7 working days. The complaints will be fully investigated usually by the Chair and a written response provided to the complainant within 30 working days. If the complaint involves a chair they will not be involved in the investigation, and the other 2 trustees will be involved in investigating the complaint.
- 3.8 Individuals will be advised that if they are not satisfied with the response to their complaint, they may appeal within 14 working days and progress to Stage Two.
- 3.9 Occasionally, investigations may take longer, particularly if the complaint is complex. Should this be the case a holding letter will be sent within 20 working days and a final date given for a conclusion being reached.

Stage Two

3.10 If an individual is dissatisfied with the outcome from Stage One they can request an Independent Review within 14 working days and progress to Stage Two.

3.11 An appropriately experienced individual who is not a member of the ASAAC would be asked to review the complaint and any investigation or actions taken.

3.12 The Independent Individual would then make a recommendation about whether:

a) They feel the investigation and outcome already arrived at is appropriate.

b) If not, any changes to any recommendations or outcomes made in stage 1. Registered Charity Number – 1180100

4. Anonymous Compliments and Complaints

4.1. Compliments and complaints received anonymously will be recorded and considered, but action may be limited if further information is required to ensure a full and fair investigation.

5. Data Protection

5.1 To process a complaint, the ASAAC will hold personal data about the complainant, which the individual provides, and which other people give in response to investigating the complaint. The ASAAC will hold this data securely and only use them to help address the complaint. The identity of the person making the complaint will only be made known to those who need to consider the complaint and will not be revealed to other people or made public by the ASAAC. However, it may not be possible to preserve confidentiality in some circumstances, for example, where relevant legislation applies, or allegations are made which involve the conduct of third parties.

Date 30th July 2019

Review – 30th July 2021

Agreed and signed by ASAAC Trustees