

COMPLAINTS POLICY

ABOUT THIS POLICY

This is the Complaints Policy of Walking With The Wounded (WWTW), whose registered office is at Stody Hall Barns, Stody, Melton Constable, Norfolk NR24 2ED.

Walking With The Wounded 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:

- 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 make sure everyone knows what to do if a complaint is received;
- To make sure all complaints are investigated fairly and in a timely way;
- To make sure that complaints are, wherever possible, resolved and that relationships are repaired;
- To gather information which helps us to improve what we do.

WHAT IS A COMPLAINT?

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of WWTW's activities.

WHERE COMPLAINTS COME FROM

Complaints may come from any person or organisation who has a legitimate interest in Walking With The Wounded.

A complaint can be received verbally, by phone, by email or in writing.

This policy does not cover complaints from employees, who should use Walking With The Wounded's disciplinary and grievance policies.

CONFIDENTIALITY

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

RESPONSIBILITY

Overall responsibility for this policy and its implementation lies with the Board of Trustees at WWTW.

CONTACT DETAILS FOR COMPLAINTS

Written complaints may be sent to WWTW at Stody Hall Barns, Stody, Melton Constable, Norfolk NR24 2ED or by e-mail to the Operations Administration Manager at Helen@wwtw.org.uk

Verbal complaints should be made by calling the Operations Administration Manager, Helen Cullen, on 01263 863903 or in person to the event leader should the complaint arise at a WWTW event.

RECEIVING COMPLAINTS

Complaints may arrive through channels publicised for that purpose or through any other contact details or opportunities the complainant may have.

Complaints received by telephone or in person need to be recorded. The person who receives a phone 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 WWTW;
- Tell the complainant that we have a complaints procedure;
- Tell the complainant what will happen next and how long it will take; and
- 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 the Appendix.

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 the CEO within one week.

On receiving the complaint, the CEO records it in the complaints log. If it has not already been resolved, they 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 CEO within one week. 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.

Ideally complainants should receive a definitive reply within four weeks. 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 at Board level. At this stage, the complaint will be passed to the Trustees members of the Board.

The request for Board level review should be acknowledged within a week of receiving it. The acknowledgement should say who will deal with the case and when the complainant can expect a reply.

The Trustees 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 four weeks. 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 the Board decides it is appropriate to seek external assistance with resolution.

VARIATION OF THE COMPLAINTS PROCEDURE

The Board may vary the procedure for good reason. This may be necessary to avoid a conflict of interest, for example, a complaint about the CEO should not also have the CEO 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.

REVIEW

Policy Details	
Version	V1 FINAL
Date Ratified:	01 February 2016
Implementation Date:	01 March 2016
Responsible Director:	Chief Executive
Review Date:	2 years from implementation date – March 2018