



Compliments, Concerns and Complaints

Purpose and Scope

An effective complaints management system is a proven way of maintaining and building relationships between the Charity members and other individuals or bodies with whom we interact.

Effective handling of concerns or complaints demonstrates our commitment to providing the best possible service. It helps us to find out how things have gone wrong, how to put them right, and to prevent future re-occurrences.

We commit to:

- ensuring that everyone is treated equally, regardless of: age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation;
- providing a fair and easily understood procedure for dealing with complaints ensuring everyone knows how to make a complaint and how a complaint will be handled;
- publicising / making known the existence of a policy, together with relevant contact details and procedural guides, and to ensure that all who are responsible for Charity affairs understand what needs to be done should a complaint occur;
- ensuring that complaints are dealt with consistently, fairly and sensitively within clear time frames and every effort is made to resolve matters satisfactorily for all parties;
- ensure that complaints are monitored to improve our services through being used as a source of information for future reference and improvements in process, where appropriate.

This policy covers all staff and trustees and associated personnel whilst engaged with work or visits related to the Charity, including but not limited to the following: consultants, volunteers, contractors, etc. We ask that everyone follows our process and procedures in order to get the best outcome with least complications.

Overall responsibility for this policy and its implementation lies with the Trustees. Our records are kept for 3 years.

If a serious incident takes place, charity trustees are required to report what happened to the Commission and explain how it is being managed. An actual or alleged incident must be promptly reported to all the relevant authorities.

Definitions

A concern is an expression of something or someone that causes worry to an individual. It can come verbally, by telephone, e-mail, or by letter.

A complaint is an expression of dissatisfaction about any aspect of our operations, whether actions taken or lack of action, justified or not. It can come verbally, by telephone, e-mail, or by letter.

We recognise complaints are different from concerns. Where there is a doubt, it will be treated as a complaint.

We recognise concerns and complaints need to be considered and resolved as quickly and efficiently as possible. We aim to resolve all concerns and complaints in a timely and satisfactory matter for everyone's benefit.

We regard concerns and complaints as a source of learning and improvement and when responding to a concern or complaint we will acknowledge if things have gone wrong and take proportionate action to put things right whether an apology or changes to services for example.

Concerns Process

Concerns should be made to the Secretary, please see contact details below in 'Complaints Process'.

The concern should be reported as soon as possible and within one month of the issue.

An informal meeting will be arranged between the Chair, Secretary and person with the concern. If the issue is resolved, a short report will be shared with the Board of Trustees (by agreement) stating the agreed outcome. If not resolved the issue could be moved to a complaint.

Compliments

Compliments are welcome in any format to any member of the Board of Trustees.

Complaints Process

Complaints should be made to the Secretary, please see contact details below:

Name: Jane Ashby

Address of Charity: 7 Castlereagh Green, Felpham, PO22 8HU

Email: cdssgsecretary@gmail.com

Verbal complaints should be made by phone to or in person to a member of the Trustees.

Telephoned or verbal complaints must be recorded in writing, with the following details:

- Date and name of the person receiving the complaint;
- Name, address and contact details of the person making the complaint;
- The relationship between the complainant and the charity;

Facts of the complaint.

The person making the complaint must be told:

- that we have a procedure;
- what will happen next; and
- how long it should take to be dealt with.

They should be encouraged to put their complaint in writing so that a record in their own words can be kept.

Resolving a complaint

Ideally the person complained about should deal with it, if it is possible and appropriate to do so. If this is not appropriate, please contact:

Name: Jane Ashby

Role: Secretary

Email: cdssgsecretary@gmail.com

Whether resolved or otherwise, the complaint should be passed to the Chair of the Trustees within 1 week of the occurrence, who must record it in the complaints log.

If unresolved, the issue must be delegated to another Trustee for investigation and action.

Any individual who is the subject of the complaint must be informed and given the opportunity to respond.

The person making the complaint must receive an acknowledgement from the person responsible for the investigation within 1 week, with their estimate of the likely time-frame, and with a copy of the complaints policy.

The person making the complaint should receive a judgement or a progress report within 4 weeks, detailing the action(s) taken in the investigation, any conclusion and action resulting.

Specific Types of Complaints

Data Protection complaints

If you wish to complain to the charity about:

how your personal information has been processed;

how your complaint has been handled, or

appeal against any decision made following a complaint.

Please address your complaints to the Data Protection Officer (DPO), or person designated to deal with data protection, as follows:

Name: Jane Ashby

Email: cdssgsecretary@gmail.com

The procedure for handling data protection complaints:

Complaints regarding how your personal information has been processed should be submitted to the DPO, who will acknowledge receipt within 10 working days.

The DPO will review and respond in writing to your complaint, within 20 working days of receipt. If a complaint is complex and we cannot send a full reply within 20 working days, we will tell you the reason why and let you know when we will be able to reply in full. If an extension is required, this will be with the agreement of both parties and up to a maximum of a further 28 working days.

If you are dissatisfied with the way in which your complaint has been handled, then you may contact us, outlining your concerns, and an independent staff member will respond to you within 10 working days, to outline the next steps.

If you remain dissatisfied, you may forward your complaint to the Information

Commissioner's Office (contact details can be found on their website at: <https://ico.org.uk/concerns/handling/>).

Fundraising complaints

Fundraising complaints are defined as an expression of dissatisfaction at any aspect of the Charity's fundraising activities, including administrative practices, procedures, and acts carried out by third party suppliers.

The charity is committed to being open and honest in all our dealings with our supporters. It is important that those who give us support in any way, have access to a means of making a complaint. If you have a complaint, please contact:

Name: Darren Triggs

Email: chichesterdownsyndrome@gmail.com

If you are not satisfied with the answer received, the Fundraising Regulator will deal with all complaints that are concerned with a breach of the Institute of Fundraising's Codes of Fundraising Practice, or a breach of the Fundraising Promise, provided that the complainant has first directed the complaint to the charity concerned.

The procedure for handling fundraising complaints:

Telephone complaints will be logged, and every effort will be made to resolve the matter over the telephone. The complaint will be summarised at the end of a call, and if you are satisfied, that will be the end of the matter; however, the complaint will be included in our annual report to the Fundraising Regulator.

All complaints, either by telephone, post or email, will be acknowledged in writing within 14 days. We will seek to resolve the complaint within 30 working days. At this stage, further contact with you will only be made when we have insufficient details to take the complaint forward.

We will consult with the Complaints Co-ordinator (or equivalent) and any relevant staff or third parties involved (for example: a supplier, or partner) to inform them of the situation, and gather any relevant information. We will take care to record all the important points and file these with the case.

Having gathered all the relevant information, we will hold an assessment meeting with the Complaints Co-ordinator/ equivalent, and the staff/ third parties concerned. The assessment meeting will set out the nature of the complaint and determine any action that needs to be taken. We will make a note on whether it is about an alleged breach of the Institute of Fundraising's Codes of Fundraising Practice, and/ or the Fundraising Promise. The Fundraising Regulator will need this information if the complaint is referred to them.

If the complaint is justified we will write to you to apologise, and to reassure you that the complaint will be used to improve on our fundraising activities in the future, and how this will be done. We will also instigate action to prevent any recurrence of the problem.

If the complaint is not justified we will write to you to explain that we will not be changing our fundraising practices and give clear reason(s) for our position. We always take complaints very seriously and assure you the investigation will always be as thorough as possible. Accurate records will be kept of all the investigations which have been carried out.

Contact details for the Fundraising Regulator

Fundraising Regulator staff are available to assist and advise members of the public, charities and fundraising organisations. The contact details are as follows:

2nd floor CAN Mezzanine Building,

49-51 East Road,

London,

N1 6AH

Phone: 0300 999 3407

Email: enquiries@fundraisingregulator.org.uk

<https://www.fundraisingregulator.org.uk/sites/default/files/2018-07/Complaints-handling-guidance.pdf>

Safeguarding complaints

Protecting people and safeguarding responsibilities is a governance priority, and the

Charity takes reasonable steps to protect people who come into contact with our charity, from harm.

If you have any concerns about the behaviour of a member of staff, volunteers, guests or beneficiaries in any situation, it is vital that you tell us about it immediately, so that appropriate action can be taken.

This complaints policy will work alongside the Charity's Safeguarding and Whistleblowing Policies.

The procedure for safeguarding complaints

We take all concerns and complaints seriously. If we have an incident or allegation of abuse, we will handle and record it in a secure and responsible way, and in accordance with any legal and statutory obligations.

We will respect your confidentiality and keep your complaint confidential as far as possible. Any information about the complaint will usually only be shared with those who need to know, in order to help resolve it. There may however be occasions when we cannot provide absolute confidentiality; for example, in circumstances where a child or vulnerable adult may be at risk of harm, and any relevant information will be shared with others concerned in the safety and welfare of service users.

We will handle information in line with the Data Protection Act.

We will report to the police if the incident or concern involves criminal behaviour.

Where necessary, we will also refer to social services and report to other agencies (i.e. send a serious incident report to the Charity Commission).

If the complaint is received by telephone, we will listen and record the complaint and summarise for the complainant, to ensure that the details are correct. The complaint will then be passed with due haste to the Designated Safeguarding Lead (Lead DSL); alternatively, you can make a complaint using your preferred method and format of communication direct to the DSL, whose contact details are as follows:

Name: Jessica Archer

Address: c/o 7 Castlereagh Green, Felpham, PO22 8HU

Email: safeguardingcadsg@gmail.com

The Designated Safeguarding Lead (DSL):

will acknowledge your complaint within five days of receipt;

will keep you informed throughout the process;

contact the Chairperson for a decision on whether to conduct an internal enquiry, or whether it is necessary to pass to another agency, such as: the police, social services, or the Local Authority Designated Officer (LADO).

No safeguarding decision will be made in isolation.

The DSL will ask the receiving agency to:

keep the Charity informed; and be included in any strategy meetings which may be held.

The person making the original complaint will be informed if other agencies are involved.

At the end of the process, the complainant, family and alleged perpetrator will be informed of decisions made.

The DBS will be kept informed throughout this process and **MUST** be informed of the final decision.

Timelines

Reporting a Complaint

Complaints should be raised as soon as possible after the incident occurs. To ensure we can address concerns effectively, we request that complaints be reported within 28 days of the incident.

Complaints related to ongoing issues may be considered beyond this timeframe, but the sooner we are notified, the better we can address the issue.

Complaints Process Timeline

In order to ensure that our complaints process is prompt and fair and gives the complainant confidence in our handling of their concerns, we will operate within the following timelines:

Acknowledgment

Upon receiving a complaint, we will acknowledge receipt within 10 working days.

Investigation

The complaint will be investigated thoroughly. We aim to complete the investigation and provide a response within 28 calendar days of acknowledging the complaint.

Extension

If the investigation requires more time, we will inform the complainant within the 28-day period, providing a reason for the delay and a new timeline for resolution, which will not exceed an additional 28 calendar days.

Resolution

Once the investigation is complete, we will communicate the outcome and any actions to be taken.

Confidentiality

All complaint information will be handled sensitively and confidentially, i.e. telling only those who need to know, and with due regard to data protection requirements.

Communication

To ensure clarity and transparency in how we communicate to those who raise concerns, we will follow the following process:

Method of Communication

We will communicate our response to the complainant through their preferred method of communication, whether that be email, phone, or written letter. This preference should be indicated when the complaint is initially made.

Content of Response

Our response will include:

A summary of the complaint.

The findings of our investigation.

Any actions we have taken or plan to take as a result of the complaint.

Information on what to do if the complainant is not satisfied with our response.

Follow-up

If further action is needed or if there is a need for ongoing communication, we will outline the next steps and provide contact details for the relevant person handling the matter.

Appeal Process

Should the complainant be dissatisfied with our response, they have the right to appeal. Details of the appeal process, including the timeframe and how to submit an appeal, will be provided with our response.

Escalation Procedures

If a complainant is not satisfied with the outcome of their complaint or the way it was handled, they have the right to escalate the matter. To do so, the complainant should submit an appeal within 10 working days of receiving our response. The appeal will be reviewed by a senior member of staff or a designated appeals panel who was not involved in the original investigation. This review will aim to be completed within 20 working days. If the complainant remains dissatisfied after the appeal, they may refer the complaint to an external body, such as the Charity Commission, depending on the nature of the issue. We will provide guidance on how to escalate the complaint externally if needed.

Contact details for the Charity Commission

The Charity Commission should be contacted where your concerns relate to:

dishonest handling of funds;

misapplication of charitable funds;

actions that contravene the Charity's Governing Document or charity law; and actions that threaten to bring the Charity into disrepute

Charity Commission Direct
PO Box 1227
Liverpool
L69 3UG

Email: www.charity-commission.gov.uk

Record Keeping

We will maintain detailed records of all complaints and their resolutions to ensure transparency and accountability.

Records will include the initial complaint, correspondence, investigation details, outcomes, and any follow-up actions. These records will be securely stored for a minimum of three years to facilitate review and ensure compliance with legal and regulatory requirements.

Access to these records will be restricted to authorised personnel only to protect the privacy of individuals involved. Regular audits will be conducted to ensure the integrity and accuracy of our record-keeping practices.

Training and Awareness

To ensure effective implementation of our complaints policy, all staff and volunteers will receive training on how to handle complaints professionally and sensitively. This training will cover the complaints process, escalation procedures, and the importance of record-keeping. Additionally, we will regularly update our team on any changes to the policy and provide refresher training to reinforce best practices. Awareness of the complaints policy will be integrated into our onboarding process and reinforced through periodic briefings to ensure that everyone involved understands their role in managing and resolving complaints effectively.

Approval

This Compliments, Concerns and Complaints Policy was approved by the Board of Trustees on 26th June 2025

It will be reviewed regularly and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

Review Control:

Reviewed By	Date Reviewed	Date of next Review