

## Thorpe Willoughby Childcare Centre

### Complaints Policy



The purpose of this policy is to ensure that any complaints about the service are handled quickly, effectively and courteously and solutions are implemented which satisfy both the parent / carer and the setting.

#### **Who is Responsible?**

It is the responsibility of the management to ensure that all settings complaints are handled efficiently.

However, senior staff have been trained in the procedure for handling the initial complaint, but management will investigate and deal with the complaint efficiently and effectively.

Procedure In the event of a parent / carer wanting to complain about a member of staff or incident at Thorpe |Willoughby Childcare Centre

Please follow the following guidelines.

- Speak to a member of staff or directly to management about the complaint giving as much information as possible.

If it is discussed with a member of staff then they will report the complaint to the manager and complete a complaints form immediately.

The management will acknowledge receipt of the complaint within 24 hours.

The complaint will then be investigated and an action plan drawn up to address the issue, the trustees will be informed.

The action plan will be discussed with the complainant and agreed.

This process will be recorded on the complaint form; all complaints will be resolved within 7 days of the complaint being made.

- Once made aware of the complaint the management must record the complaint on the complaint log.

This information is only available to management. And trustees.

- If the parent / carer feel that they are unable to speak to a member of staff, then they can also send their complaint in writing to the management/trustees who will acknowledge the complaint within 24 hours and respond to it within 7 days of receipt of the letter.

If a complaint relates to the management team then please send complaint in writing to Chair of Trustees.

Similarly if the complaint is not dealt with to your satisfaction please write to Chair of Trustees via the setting. Contact details: [chair@twcc.org.uk](mailto:chair@twcc.org.uk)

## **Purpose of Document**

To inform members how they should handle complaints effectively and swiftly.

## **Procedure**

- Anyone making a complaint should be handled effectively and be seen as an opportunity to evaluate the practice of the setting and improve quality.
- If a complaint is received then it should be dealt with swiftly and in accordance with the complaints policy for the setting.
- The member of staff who has received the complaint should complete a complaint form and give this to the management team.

Complaint forms are available in the complaints file in each of the play rooms, completed forms will be kept in management office.

- The management will acknowledge receipt of the complaint form within 24 hours, log the complaint in the complaint log and investigate the matter; at this stage it may be appropriate to contact the parent / carer to gather further information, all correspondence will be recorded with the complaint form.
- All complaints are discussed with all relevant staff, the issue is discussed and corrective action agreed, a date by which the action should be taken is also agreed.

This is recorded on the complaint form and then discussed with the parent / carer, this information is also issued in writing.

- If the action has not been taken by the date agreed the manager should address the issue and identify why the action has not been taken, this should be recorded in writing and issued to the parent / carer. The management team will keep trustees informed.
- When the corrective action has been completed and the complaint has been resolved the parent / carer will be sent a complaint resolved letter within 7 days.

<b>LAST UPDATED / REVIEWED ON:</b>	<b>SIGNATURE</b>
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