



BRIDLINGTON CRICKET  
FOUNDATION

# Compliments and Complaints Policy



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## **1 Our Aim**

Bridlington Cricket Foundation is committed to providing a quality service and working in an open and accountable way that builds trust and respect. One of the ways in which we can continue to improve our service is by listening and responding to the views of our clients and stakeholders, and by responding positively to complaints, and by putting mistakes right.

Therefore, we aim to ensure that:

- making a compliment or complaint is as easy as possible.
- we welcome compliments, feedback, and suggestions.
- we treat a complaint as a clear expression of dissatisfaction with our service which calls for an immediate response.
- we deal with it promptly, politely and, when appropriate, confidentially.
- we respond in the right way - for example, with an explanation, or an apology where we have got things wrong, or information on any action taken etc.
- we learn from complaints, use them to improve our service, and review annually our complaints policy and procedures.

We recognise that many concerns will be raised informally and dealt with quickly.

Our aims are to:

- resolve informal concerns quickly.
- keep matters low-key.
- enable mediation between the complainant and the individual to whom the complaint has been referred.

This policy ensures that we welcome compliments and provide guidelines for dealing with complaints from members of the public about our services, facilities, staff, and volunteers.

## **2. Definitions**

A compliment is an expression of satisfaction about the standard of service we provide.

A complaint is defined as any expression of dissatisfaction; however, it is expressed. This would include complaints expressed face to face, via a phone call, in writing, via email or any other method. All staff should have sufficient knowledge to be able to identify an “expression of dissatisfaction” even when the word “complain” or “complaint” is not used.

## **3. Purpose**

We are always glad to hear from people who are satisfied with the services we offer. All compliments are recorded, acknowledged, and a copy is sent to the relevant service manager to provide feedback to the member of staff or service.

## **4. Complaints**

The formal complaints procedure is intended to ensure that all complaints are handled fairly, consistently, and wherever possible resolved to the complainant's satisfaction.



## **5. Responsibilities**

Bridlington Cricket Foundation responsibility will be to:

- acknowledge the formal complaint in writing.
- respond within a stated period.
- deal reasonably and sensitively with the complaint.
- act where appropriate.

A complainant's responsibility is to:

- bring their complaint, in writing, to Bridlington Cricket Foundation attention normally within 8 weeks of the issue arising.
- raise concerns promptly and directly with a member of staff in the Foundation.
- explain the problem as clearly and as fully as possible, including any action taken to date.
- allow the Foundation a reasonable time to deal with the matter.
- recognise that some circumstances may be beyond the Foundation's control.

## **6. Confidentiality:**

Except in exceptional circumstances, every attempt will be made to ensure that both the complainant and the Foundation maintain confidentiality. However, the circumstances giving rise to the complaint may be such that it may not be possible to maintain confidentiality (with each complaint judged on its own facts). Should this be the case, the situation will be explained to the complainant.

## **7. Complaints Procedure:**

Written records must be made by the Foundation at each stage of the procedure.

### **Stage 1**

In the first instance, staff member(s) must establish the seriousness of the complaint. An informal approach is appropriate when it can be achieved. But if concerns cannot be satisfactorily resolved informally, then the formal complaints procedure should be followed.

### **Stage 2**

If the complaint cannot be resolved informally, the member of the public should be advised that a formal complaint may be made, and the following procedure should be explained to them. It may sometimes be appropriate for a different member of staff, preferably a member of the Management Team, to make this explanation.

- a. A formal complaint can be made either verbally or in writing. If in writing the attached form should be used. If verbally, a statement should be taken by a member of the Management Team, staff member or a supervisor.
- b. In all cases, the complaint must be passed on to nominated Senior Leadership Team member. In the event of a complaint about the responsible person, the complaint should be passed to the responsible person's superior, and if the complaint is about the responsible person's superior this must be passed on to the Chair of the Trustee Board.
- c. The responsible person or responsible person's superior, depending on the nature of the complaint, must acknowledge the complaint in writing within one week of receiving it.
- d. One of the above will investigate the complaint. Any conclusions reached should be discussed with the staff member involved and their Line Manager.
- e. The person making the complaint will receive a response based on the investigation within four weeks of the complaint being received. If this is not possible then a letter must be sent explaining why.



## Stage 3

- a. If the complainant is not satisfied with the above decision, then a sub-group of the Trustee Board will be convened.
- b. The sub-group will examine the complaint and may wish to carry out further interviews, examine files / notes. They will respond within four weeks in writing. Their decision will be final.

## **8. Anonymous Compliments and Complaints**

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.

## **9. Data Protection**

To process a complaint, we will hold personal data about the complainant, which the individual provides, and which other people give in response to investigating the complaint. We will hold this data securely in accordance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) 2018 and only use it 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. 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.

Under the Data Protection Act 1998, individuals have a right to obtain a copy of their personal data. However, there are exceptions to this right. We will normally destroy compliments and complaints files in a secure manner six year after the compliment has been made or the complaint closed.

## **10. Monitoring**

Compliments and complaints are an important tool which will allow us to learn more about our provision and working practices. They offer a useful source of information about how individuals see our services and how we are serving them. To ensure we can learn from compliments and complaints, the following data will be collected:

Compliments:

- Name and address
- Email address
- Nature of the compliment
- Date of compliment
- Action(s) taken/recommendations made in response to the compliment, if appropriate.

Complaints:

- Name and address
- Email address
- Name of person dealing with the complaint
- Date of complaint and response date
- Nature of complaint
- Action(s) taken/recommendations made in response to the complaint
- Lessons learnt.

Compliments and complaints information will be considered on a quarterly basis by the Foundation Trustees. Wherever possible the data will be used to improve and develop the service.



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## Document Control

<b>Version History</b>			
<b>Version</b>	<b>Reason for release/version update</b>	<b>Date</b>	<b>Approving person/body</b>
1	Master	April 2024	BCF Trustee's