

National Complaints Policy & Procedures

September 2018

This policy covers complaints from people who have been clients of a Relationships Scotland Member Service.

This policy is to be read alongside the following documents, please contact [Relationships Scotland](#) for more details:

- Guidance for People wishing to Make a Complaint
- Guidance for People who are Complained Against
- Guidance for Member Services investigating Complaints

If you wish to make a complaint but have not been a client of a Relationships Scotland Member Service, it may be that our [National 3rd Party Complaints Policy & Procedures](#) would be best suited to address your complaint. This is available from your nearest Relationships Scotland Member Service.

Anonymous complaints will be dealt with through the 3rd Party Complaints Policy & Procedure.

National Complaints Policy

Relationships Scotland Member Services seek to react quickly and collaboratively to any issue raised by a client.

This policy covers complaints that may arise from counselling, mediation, child contact centres and all other family support services provided by Relationships Scotland Member Services.

If you require the policy and accompanying procedures in a different language or format, or require any assistance or advice on how to follow the complaints procedure, then please ask your nearest Member Service and we will do our best to help.

Anyone who becomes involved in the complaints or appeal process who thinks they may have a conflict of interest must declare this interest to the Service Chair who will ensure that no conflict of interest will affect the process.

The complaints process can be halted at any time if it emerges that any child or vulnerable person is at risk, or if legal action is underway, pending or intended. The complaint process cannot be restarted until such issues have been resolved.

If you are not the client directly involved in the complaint, you can only consider making a complaint under the 3rd Party Complaints Policy.

This policy seeks to:

- Quickly and effectively resolve matters in a co-operative way. At all stages of the process (see below) the complaint will be discussed with the individual/s that raised the issue and with the person/s complained against. The process will be kept confidential from anyone who is not directly involved in the complaint or is part of the investigation process.
- Ensure that a written record of the complaint process is kept at all stages of the process. All information relating to the complaint will remain in a confidential file for 3 years after which time it will be destroyed, unless the complaint is related to a child protection issue in which the record should be kept in perpetuity.
- Give both the complainant and the individual(s) complained against the right to fully express their views throughout the full complaint and appeal process.

Complaints are accepted within one year of the date of an incident occurring. Every effort will be made to resolve complaints as effectively and quickly as possible.

Some complaints may take longer to resolve. The maximum time for a complaint and potential appeal to be processed should normally be no longer than **6 months**.

Stages

Informal Stage

The client is first encouraged to speak to the practitioner / worker involved if possible. If this is not possible or doesn't resolve the issue then the client should contact the Service Manager in person, by phone, email or letter. The Manager will aim to resolve the matter with the client.

If the complaint is against the Manager of the Service, the client should write to the service Chair and someone from the Board of Management will aim to resolve the matter with the client.

Formal Complaint Stage

If matters are not resolved at the Informal Stage, a Formal written complaint can be lodged with the Service Chair. This should be marked Private and Confidential and posted to the main office of the Member Service where the client received a service. The complaint will then be formally considered by one or more Board members.

Help with writing letters can be obtained from the Citizens Advice Bureau, Advocacy Service or similar organisation. The complaint will be formally considered and the client and anyone complained against will be advised of the outcome of the complaint in writing.

Appeal Stage

An appeal can only progress if new evidence comes to light that was not considered when the original complaint was made, or if the correct process was not followed during the investigation of the complaint. See [Guidance on the Appeals Procedure](#) available to download on our website.

Complaint to COSCA

If the client attended a Member Service that is also a Member of COSCA (Counselling and Psychotherapy in Scotland) and the complainant is not satisfied after the appeals process is completed, the client can submit a complaint in writing to COSCA at:

16 Melville Terrace Stirling FK8 2NE

The role of COSCA would be to verify that the complaints and appeals procedures had been followed correctly and that there had not been a breach of the COSCA Statement of Ethics and Code of Practice in the course of investigating the complaint.

Complaints relating to counselling can be made to COSCA within **one month** of the completion of the Appeal process. COSCA's complaints procedure can be viewed [here](#).

We do understand that the circumstances around a complaint can sometimes lead to heightened emotions and we will do our best to help resolve matters as quickly and effectively as possible. However, if a complaint is accompanied by aggression on the part of the complainant, harassment of any member of staff, board member or volunteers in person or by written communication or unwillingness to accept the terms of the complaints procedure – the Member Service is within its rights to refuse to meet with the complainant during the process or to continue to engage beyond the strict parameters of this complaints process.

Complaints Procedure

Informal Stage

The client is first encouraged to speak to the practitioner / worker involved if possible. If this is not possible or this doesn't resolve the issue, then the client should contact the Service Manager in person, by phone, email or letter. The Manager will aim to resolve the matter with the client as quickly as possible, ideally within **15 working days** of the original concern being made known.

If the complaint is against the Manager of the Service and the client is not content after discussions with the Manager, the Service Chair or someone from the Board of Management will aim to resolve the matter informally with the client, ideally within **15 working days** of the original concern being made known.

Formal Complaint Stage

If matters are not resolved at the Informal Stage, a formal written complaint can be lodged by the client with the Service Chair. This should be marked Private and Confidential and posted to the main office of the Member Service where the client received a service. The letter must be sent within one year of the incident(s) relating to the complaint.

Help with writing letters can be obtained from the Citizens Advice Bureau, Advocacy Service or similar organisation.

The formal complaint letter will be acknowledged by the Chair or nominated Board member within **10 working days** of receipt.

Within **20 working days** of the complaint being received, the client will be invited to a meeting with the Board members responsible for investigating the complaint.

The client will have **20 working days** from receipt of this letter to agree to attend a meeting otherwise the complaint will be deemed to be closed. This meeting should take place as soon as possible. The client can be accompanied but not represented by another person at this meeting.

People who are being complained against will be fully advised of the details of the complaint against them. They will be invited to attend a separate meeting with the Board members responsible for investigating the complaint. This meeting should take place as soon as possible. A person complained against can be accompanied but not represented by another person at this meeting.

The Board members responsible for investigating the complaint will send a letter confirming the outcome of the complaint to the client and anyone complained against within **20 working days** following the respective meetings.

Appeal Stage

An appeal can only progress on the following grounds:

- New evidence is available that was not considered when the original complaint was investigated, and/or;
- The correct process was not followed during the investigation of the complaint.

The appeal must be lodged by the client in writing within **20 working days** of the date of the letter confirming the outcome of the original complaint. The letter should be addressed to the Chair of the Member Service who investigated the original complaint. The letter must contain the grounds for the appeal. The Chair will acknowledge receipt of the letter within **10 working days**, and will inform anyone complained against that an appeal has been lodged.

The Service Chair will arrange for an Appeal Panel to consider the grounds for appeal. The panel will consist of a Board member (who has not been involved in the process so far) from the Member Service who considered the complaint, a Manager or Board member from another Relationships Scotland Member Service and the Chief Executive or Board member from the Relationships Scotland National Office.

The Appeal Panel will consider whether or not there are grounds for the appeal to progress. The Panel will write to the client and to anyone complained against within **20 working days** stating whether or not the appeal meets the requirements to proceed. If not the matter is deemed closed and the service will not enter into any more correspondence with the client in relation to the original complaint or appeal.

If the appeal is to proceed, the Panel will wish to discuss the appeal with the client and with anyone who was complained against. The Panel will contact the client and anyone complained against to offer the opportunity to meet with the Panel. The client will have **20 working days** from receipt of this letter to agree to attend a meeting otherwise the right to appeal will be lost. The meeting should take place as soon as possible. The client and anyone complained against must attend any meeting with the Panel in person and can be accompanied but not represented by another person.

The Chair of the Appeal Panel will write to the client and anyone complained against within **20 working days** of their respective meetings to let them know the outcome of the appeal.

The setting up of meetings and the deliberations of the panel may take some time, however but the appeal process should take no longer than **3 months** from the date of the appeal being lodged.

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