

Compliments, Complaints and Suggestion Policy

Policy Reference	QD-06		
Issue Date	21 July 2021	Review Date	21 July 2023

Document Control

Owner	Director of Quality
Audience	All Moulton College Stakeholders
Confidentiality	Not applicable

Version Control

Version	Description/Changes	By	Date
1.0	Full systemic review	Quality	November 2019
1.1	Slight changes to maintain hyperlinks	Quality	August 2020
1.2	Review	Quality	July 2021

Approval

Approved By	Meeting Date	Next Review
Senior Leadership Team	19 November 2019	July 2021
Senior Leadership Team	21 July 2021	21 July 2023

Related Policies

Ref	Policy
DP-01	Data Protection Policy
DP-03	Data Retention Policy
EDI-01	Equality and Diversity Policy
QD-08	Stakeholder Feedback Policy

Equality Impact Assessment

Equality Impact Assessment
The policy has undergone an Equality Impact Assessment (EIA) confirming that there are no negative consequences in the case of this policy.

Compliments, Complaints and Suggestions Policy

Policy Statement

1. At Moulton College we aim to provide a high-quality service to all our learners and customers. We welcome feedback about our services from all College users: learners, employers and other stakeholders and use any feedback to improve our services.
2. The College takes all complaints seriously so through this policy will ensure that every formal complaint is managed by the Quality department and investigated with the aim of a satisfactory resolution.

Scope

3. This policy considers all compliments, complaints and suggestions submitted to the College.
4. The complaints element of this policy is designed to deal with, but is not limited to:
 - a. Complaints raised by learners, parents, carers, enablers, customers or the general public in relation to college activities, staff or any service provided by the College.
 - b. Complaints relating to sexual, racial, disability or any other form of discrimination.
 - c. Complaints about facilities and equipment.
5. The complaints procedure does not cover the following (which are subject to separate procedures):
 - a. Admission decisions
 - b. Decisions made in examinations and assessments
 - c. Allegations of misconduct by a learner
 - d. Staff members who have a grievance against an individual or the College.

Implementation

6. All learners and staff will be informed about this Policy and Procedure during induction.
7. The easiest way to provide Compliments, Complaints and Suggestions is to complete our online form at <http://bit.ly/we-are-listening>. Alternatively, you can use a link on 'Moodle' or through email at quality@moulton.ac.uk

Compliments Procedure

8. All compliments will be forwarded to the relevant Manager and person(s) mentioned within the compliment if they have not received it directly.
9. The details of all compliments will be recorded with a unique reference number and a summary report produced on an annual basis by the Quality Department for review by Senior Leadership Team (SLT).

Suggestions Procedure

11. The details of all suggestions will be recorded with a unique reference number and an acknowledgement sent within 5 working days.
12. All suggestions will be forwarded to the relevant manager for comment/action. The Quality department must be advised of the outcome, including any intended action and/or action taken, within 10 working days of receipt.
13. The Quality department will provide feedback from the Manager to the originator of the suggestion, where requested.
14. Any action as a result of suggestions will be reported in our stakeholder feedback materials.

Complaints Procedure

Stage 1 – Informal

15. Individuals are encouraged to resolve issues locally before they become complaints. Concerns should be raised directly with the person, who is responsible for the problem, or with the manager of the specific area.
16. The manager of the area will respond to the informal complaint within 10 working days. The manager should consider copying the quality department into the response for recording/retention purposes.

Stage 2 – Formal

17. If a complainant remains dissatisfied that the concern has not been fully resolved at stage 1, or if the complaint is so serious that it is not appropriate to investigate informally, they can raise their concerns formally at Stage 2 of the process. Complaints can be made in writing via:
 - a. Website form: https://bit.ly/Moulton_Listening
 - b. Email to quality@moulton.ac.uk
 - c. Letter addressed to: Quality Department, Moulton College, West Street, Moulton, Northamptonshire, NN3 7RR.
18. In your correspondence you should clearly identify the nature of your complaint at Stage 1 and what has previously been done to attempt to resolve the complaint.
19. If the complainant needs support in making their complaint, this can be provided by the Student Support function.
20. A member of the quality department will log and acknowledge the complaint within five working days of receipt.
21. Where a complaint relates to a member of staff, a copy will be sent to the college's Human Resources (HR) department to confirm whether the investigation, and subsequent action, will need involvement from the HR department.

22. If legal action is threatened or is as a likely consequence of the complaint the Director of Quality or a representative will advise the Principal.
23. An Investigating Officer will be appointed, the matter investigated, and a Complaint Investigation Form completed in full and returned to the quality department by the expected due date.
24. The Quality department will provide a response to the complainant within 15 working days of the acknowledgement letter.
25. Actions and/or recommendations will, where deemed necessary be added to the Quality Improvement Plan in the department identified and for the attention of the relevant manager. All actions/recommendations are monitored by the Director of Quality through Progress Monitoring Boards (PMB).
26. Should circumstances beyond our control prevent the College keeping within the stipulated timescale e.g. staff sickness, annual leave etc. the complainant will be kept informed.

Stage 3 – Appeal

27. If the complainant remains to be dissatisfied with the College's response. He/she will be advised to respond to the quality department giving reasons for their dissatisfaction within 15 working days of the date of our response.
28. The College will send an acknowledgement to the complainant within 5 working days, and we aim to provide a response to the appeal within 15 working days.
29. A senior post holder will review the complaint to ensure the investigation was thorough and resulted in an appropriate outcome. They will also advise whether the College's decision is supported or whether the matter should be reinvestigated.
30. The outcome of this decision is final, after which the College will consider the matter closed.
31. If the complainant is still not satisfied with the outcome of the appeal, they may contact:
 - a. For all FE funded provision - The Education and Skills Funding Agency <https://www.gov.uk/government/organisations/education-and-skills-fundingagency>
 - b. In the case of HE complaints a completion of procedure letter will be issued to the complainant at this stage, unless the complaint relates to the award of their degree. In this case the complainant has the right to appeal to the University of Northampton under their complaints procedure. The Office of the Independent Adjudicator (OIA) - <http://www.oiahe.org.uk/>

Timescales

32. Complaints should be brought to the attention of the College within six calendar months of the event occurring. Complaints brought outside of this timescale will be considered to be out of time and not be heard.

33. Whilst we endeavour to provide a swift response to all of our communications, we must point out that responses and timescales may take longer over scheduled term and summer breaks due to staff absence.
34. Scheduled term dates, bank holidays, and weekends are not considered to be 'working days'.

Data Retention

33. Complaints, Praise and Suggestions received by the College will be retained for a total period of seven years. The information retained will include:
 - a. All correspondence relating to the praise/suggestion/complaint
 - b. All evidence relating to each stage of the process

Monitoring and Review

34. This Policy has been approved by SLT and is to be reviewed on a bi-annual basis.
35. The implementation and monitoring of this policy will be the responsibility of the Director of Quality with full support from the Senior Leadership Team.
36. Complaint, Compliment and Suggestion numbers, along with category are regularly provided to Senior Leadership Team meetings.
37. An annual report will be completed each year in order to report on, and analyse, key feedback metrics. A resultant action plan will ensure that the outcomes of our investigations remain a key driver of Quality Improvement.

Appendix

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| Appendix 1 | Acknowledgement of a suggestion |
| Appendix 2 | Acknowledgement of a complaint |
| Appendix 3 | Notification of outcome letter |
| Appendix 4 | The Complaint Investigation Form |
| Appendix 5 | Information for use on Moodle, Intranet and Internet |
| Appendix 6 | Complaint Procedure Flowchart |

Appendix 1 Example acknowledgement of a suggestion (Generally via email)

< Date >

< Addressee >

Dear < Name >

Suggestion Reference: XXXXX

Thank you for taking the time to send us your suggestion, we very much appreciate it.

I have formally recorded your complaint as reference number ID-XXXX and can assure you that your complaint will be dealt with in accordance with our complaint procedure which can be found on our website here: XXXX.

My name is XXXXXX and I work within the College's quality department. I will ensure that it is passed on to <name of manager and department> for discussion and consideration.

If there is anything else that I can help with in the meantime please do not hesitate to contact us via our dedicated email at quality@moulton.ac.uk

Yours sincerely

<Name>

< Quality Department >

Appendix 2 Example acknowledgement of a complaint (Generally via email)

< Date >

< Addressee >

Dear < Name >

Complaint: ID-XXXX; <Complaint Title Here>

Thank you for your recent <email, Web Form>, I am sorry to hear of the issues that you have raised.

I have formally recorded your complaint as reference number ID-XXXX and can assure you that your complaint will be dealt with in accordance with our complaint procedure which can be found on our website here: XXXX.

My name is XXXXXX and I work within the College's quality department and part of my role is to facilitate the complaints process. I would like to assure you that we are taking your complaint seriously and the college has now initiated an internal investigation in order to provide you with a timely response.

If there is anything else that I can help with in the meantime please do not hesitate to contact us via our dedicated email at quality@moulton.ac.uk

Regards

XXXX

Quality Department

Appendix 3 Example notification of Outcome (Generally via email)

< Date >

< Addressee >

Dear < Name >

Complaint: ID-XXXX; <Complaint Title Here>

I am writing to advise you of the outcome of your complaint dated < Date >. In the complaint you outlined < short identification of complaint >.

In line with our policy, a full investigation has been completed and the following was identified;

-

In this instance, we have <identify if the complaint has been upheld, partially upheld or not upheld and justify the reasoning>

I would like to thank you for taking the time to raise the issues that you did. We are an organisation that is willing to take on board constructive criticism and ensure that lessons are learned and acted upon to improve our service to all of our stakeholders.

If you wish to appeal against the decision, please respond to us within 10 working days of the date of this letter outlining the reason for your dissatisfaction. The quickest way to do this is via our dedicated email at quality@moulton.ac.uk

Yours sincerely

< Name >

< Quality Department >

Investigating Officer Report

- Please complete and return this form within 15 working days to the quality department via quality@moulton.ac.uk.
- Please also include any evidence when returning this form. **A complaint cannot be closed without receipt of this completed form.**
- A fully completed **action plan** is required where a complaint is upheld.

WAL Reference ID:	ID-	Complainant Name:	
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Investigating Officer:		Date of Complaint:	
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Complaint:

Investigation notes and evidence section:

Outcome of Complaint: (This section must be written as a response to the complainant)

Upheld <input type="checkbox"/> (Please complete action plan below)	Not Upheld <input type="checkbox"/>
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Dear <Name>

Complaint ID-<Number>; <title>

Thank you for taking time to raise your concerns with the college. The points that you raised were that <briefly detail the points made>

As a result of your contact, and as per the college’s complaints policy, we initiated a full investigation into your concerns and are now able to provide you with a response to your complaint.

<Add the response here>

Our complaints policy allows you to appeal this decision within 15 working days by emailing us at quality@moulton.ac.uk and explaining why you are unhappy with our response.

Kind regards

Date closed:		No. of people hours taken:	
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Important:

Where the complaint is considered to be upheld, you must identify what actions will be taken to ensure that future recurrence of the identified issues are prevented.

Recommendations/Action Required	Person Responsible	Due Date

Appendix 5 - Compliments, Complaints and Suggestion Scheme

We are listening!

We want to ensure that Moulton College provides a high standard of service to all of our learners and customers. We welcome feedback about our services; your compliments, complaints and suggestions help us to continue to improve our services.

The easiest way to pay us a compliment or suggestion is to go to https://bit.ly/Moulton_Listening, or click the link on Moodle.

We hope that you do not have cause for complaint, but we recognise that things may not always meet your expectations and you want to raise a concern about some part of your College experience. We take all complaints seriously so ensure that they are investigated with the aim of a satisfactory resolution.

We aim to:

- Deal with your complaint quickly and fairly.
- Tell you how we will deal with your complaint.
- Provide our response within 20 working days and keep you informed if further time is required.

You can expect:

- An acknowledgement within 5 working days, following receipt of a written formal complaint.
- A full response to your complaint within 15 working days of the acknowledgement being sent.

How to make a complaint:

Please make your complaint in writing:

- please complete the online form here: https://bit.ly/Moulton_Listening
- By letter to: Director of Quality, Moulton College, West Street, Moulton, Northamptonshire NN3 7RR.
- By email to quality@moulton.ac.uk

Please make sure that you provide your name and email address as a minimum so that we can respond to you.

Support

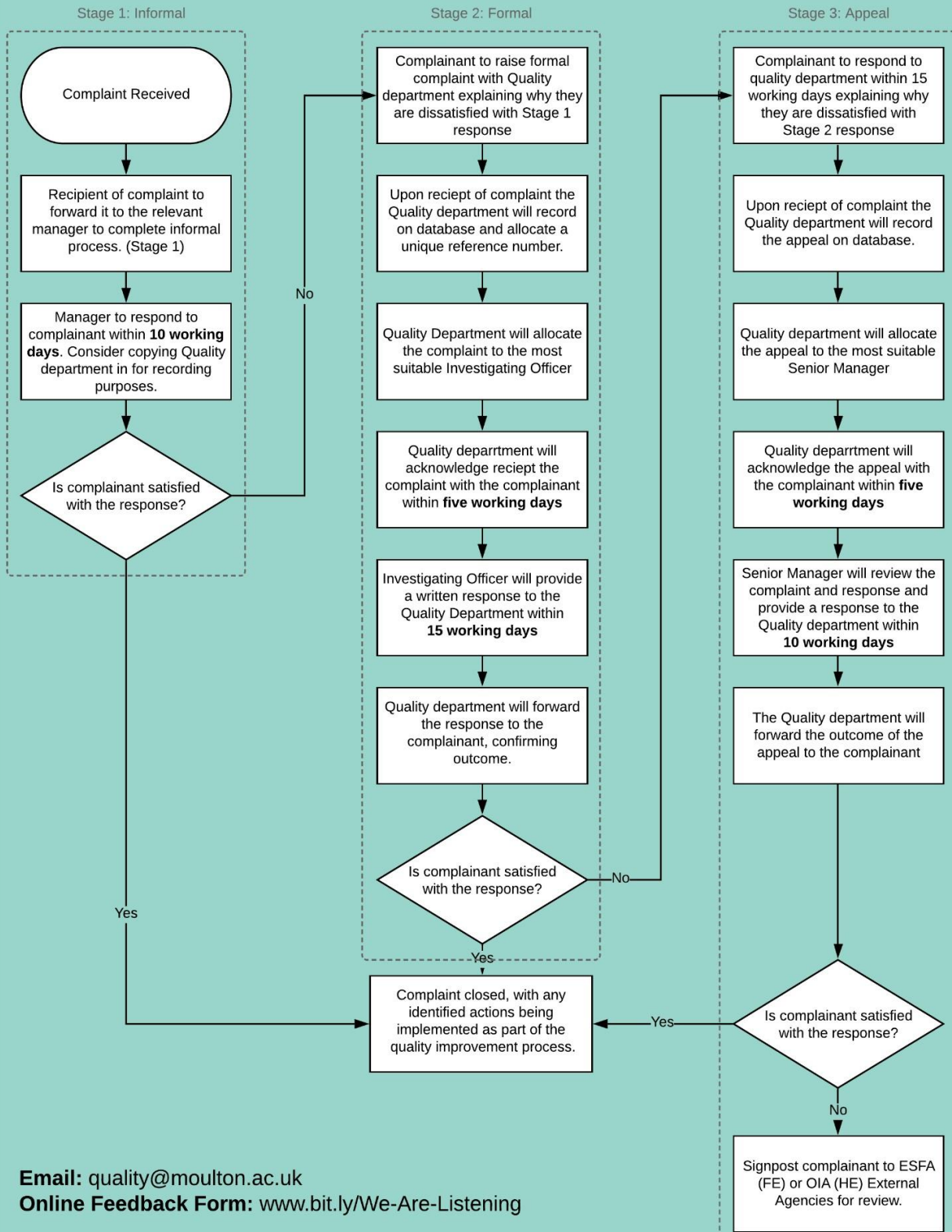
Any learner requiring an advocate to support them in making a complaint should contact Learner Services. Alternatively, you might prefer to choose one of your friends or someone you know.

What if you disagree with the outcome of your complaint?

If you remain dissatisfied with the outcome of the complaint, you will be able to appeal against the decision. To do this, you can contact the quality team (quality@moulton.ac.uk) within 15 working days of the date of our response outlining the reason for your dissatisfaction.

Appendix 6

Complaint Procedure Flowchart (12 Nov. 2019) "We Are Listening"



Email: quality@moulton.ac.uk
 Online Feedback Form: www.bit.ly/We-Are-Listening