



## Harmeny Complaints Handling Procedure

Harmeny is committed to providing high-quality services.

We value complaints and use information from them to help us improve our services.

If something goes wrong or you are dissatisfied with our services, please tell us. This document describes our complaints procedure and how to make a complaint. It also tells you about how we will handle your complaint and what you can expect from us.

### What is a complaint?

1. We regard a complaint as any expression of dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf. Please note that not all complaints will be handed in the same way. Some will be covered by this procedure and some may be dealt with in a different way.

### What can I complain about under this procedure?

2. You can complain about things like:
  - failure or refusal to provide a service;
  - inadequate quality or standard of service, or an unreasonable delay in providing a service;
  - dissatisfaction with one of our policies or its impact on the individual;
  - failure to properly apply law, procedure or guidance when delivering services;
  - failure to follow the appropriate administrative process;
  - conduct, treatment by or attitude of a member of staff or contractor (**except** where there are arrangements in place for the contractor to handle the complaint themselves); or



- disagreement with a decision, (**except** where there is a statutory procedure for challenging that decision, or an established appeals process followed throughout the sector).
3. Your complaint may involve more than one Harmeny service or be about someone working on our behalf.

### **What can't I complain about?**

4. There are some things we can't deal with through this complaints handling procedure. These include:
- a routine first-time request for a service;
  - a first-time report of a fault;
  - a request for compensation only;
  - issues that are in court or have already been heard by a court or a tribunal (if you decide to take legal action, you should let us know as the complaint cannot then be considered under this process);
  - disagreement with a decision where there is a statutory procedure for challenging that decision (such as for freedom of information and subject access requests), or an established appeals process followed throughout the sector;
  - disagreement with decisions or conditions that are based upon social work recommendations, but determined by a court or other statutory body, for example decisions made by a children's panel, parole board or mental health tribunal;
  - a request for information under the Data Protection or Freedom of Information (Scotland) Acts;
  - a grievance by a staff member or a grievance relating to employment or staff recruitment;
  - a concern raised internally by a member of staff (which was not about a service they received, such as a whistleblowing concern);
  - a concern about a child or an adult's safety;



- an attempt to reopen a previously concluded complaint or to have a complaint reconsidered where we have already given our final decision;
  - failure to follow the [Fundraising Code of Practice](#) or the conduct, treatment by or attitude of a member of staff relating to our fundraising. For complaints of this nature see paragraph 24 below.
  - abuse or unsubstantiated allegations about our organisation or staff; or
  - a concern about the actions or service of a different organisation, where we have no involvement in the issue (**except** where the other organisation is delivering services on our behalf).
5. If other procedures or rights of appeal can help you resolve your concerns, we will give information and advice to help you.

### Who can complain?

6. Anyone who receives, requests or is directly affected by our services can make a complaint to us. This includes the representative of someone who is dissatisfied with our service (for example, a relative, friend, advocate or adviser). If you are making a complaint on someone else's behalf, you will normally need their written consent. Please also read the section on **Getting help to make your complaint** below.

### How do I complain?

7. You can complain by:
- speaking to a manager on campus;
  - phoning us on 0131 4493938;
  - writing to us at Harmeny Education Trust, Mansfield Road, Balerno EH14 7JY;



- emailing us at [admin@harmeny.org.uk](mailto:admin@harmeny.org.uk);
- via our online complaints form.

8. When complaining, please tell us:

- your full name and contact details;
- as much as you can about the complaint;
- what has gone wrong; and
- what outcome you are seeking.

### **How long do I have to make a complaint?**

9. Normally, you must make your complaint within six months of:

- the event you want to complain about; or
- finding out that you have a reason to complain.

10. In exceptional circumstances, we may be able to accept a complaint after the time limit. If you feel that the time limit should not apply to your complaint, please tell us why.

### **What happens when I have complained?**

11. We will always tell you who is dealing with your complaint. This complaints procedure has two stages. Please note that complaints that are not covered by this procedure may be handled differently, and with different time frames.



## Stage 1: Frontline response

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12. We aim to respond to complaints quickly (where possible, when you first tell us about the issue).
13. We will give you our decision at stage 1 in five working days or less, unless there are exceptional circumstances.
14. If you are not satisfied with the response we give at this stage, we will tell you what you can do next. If you choose to, you can take your complaint to stage 2. You must normally ask us to consider your complaint at stage 2 either:
  - within six months of the event you want to complain about or finding out that you have a reason to complain; or
  - within two months of receiving your stage 1 response (if this is later).
15. In exceptional circumstances, we may be able to accept a stage 2 complaint after the time limit. If you feel that the time limit should not apply to your complaint, please tell us why.

## Stage 2: Investigation

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16. Stage 2 deals with two types of complaint: those that have not been resolved at stage 1 and those that clearly require investigation, and so are handled directly at this stage. If you do not wish your complaint to be handled at stage 1, you can ask us to handle it at stage 2 instead.
17. When using stage 2:
  - we will acknowledge receipt of your complaint within three working days;
  - we will confirm our understanding of the complaint we will investigate and what outcome you are looking for;



- we will try to resolve your complaint where we can (in some cases we may suggest using an alternative complaint resolution approach, such as mediation); and
- where we cannot resolve your complaint, we will give you a full response as soon as possible, normally within 20 working days.

18. If our investigation will take longer than 20 working days, we will tell you. We will tell you our revised time limits and keep you updated on progress.

### **What if I'm still dissatisfied?**

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19. After we have given you our final decision, if you are still dissatisfied with our decision or the way we dealt with your complaint, you can ask the Scottish Public Services Ombudsman (SPSO) to look at it.

The SPSO are an independent organisation that investigates complaints. They are not an advocacy or support service (but there are other organisations who can help you with advocacy or support).

You can ask the SPSO to look at your complaint if:

- you have gone all the way through Harmeny's complaints handling procedure;
- it is less than 12 months after you became aware of the matter you want to complain about; and
- the matter has not been (and is not being) considered in court.

The SPSO will ask you to complete a complaint form and provide a copy of our final response to your complaint. You can do this online at [www.spsso.org.uk/complain/form](http://www.spsso.org.uk/complain/form) or call them on Freephone 0800 377 7330.



You may wish to get independent support or advocacy to help you progress your complaint. See the section on **Getting help to make your complaint** below.

The SPSO's contact details are:

SPSO  
Bridgeside House  
99 McDonald Road  
Edinburgh  
EH7 4NS

(if you would like to visit in person, you must make an appointment first)

Their freepost address is:

FREEPOST SPSO

Freephone: 0800 377 7330

Online contact [www.spsso.org.uk/contact-us](http://www.spsso.org.uk/contact-us)

Website: [www.spsso.org.uk](http://www.spsso.org.uk)

20. There are some complaints that have an alternative route for independent review. We will tell you how to seek independent review when we give you our final response on your complaint.

21. If your complaint relates to fundraising and you are dissatisfied with our response, you will be able to take this further by contacting the [Scottish Fundraising Standards Panel](#) on 0808 164 2520 or [info@goodfundraising.scot](mailto:info@goodfundraising.scot).



## Care complaints

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22. If your complaint relates to a care service we provide, you can choose whether to complain to us or the Care Inspectorate. You can find out more about their complaints procedure, or make a complaint, by contacting them.

The Care Inspectorate has several offices around Scotland. Please refer to: [www.careinspectorate.com/index.php/complaints](http://www.careinspectorate.com/index.php/complaints)

## Fundraising complaints

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23. We comply with the law as it applies to charities and fundraising, and we will adhere to best practice as outlined in the Fundraising Code of Practice. If you feel that we have not adhered to these standards, or think that we could do better, please contact our Fundraising and Communications Manager on 0131 449 3938 or by email at [fundraising@harmeny.org.uk](mailto:fundraising@harmeny.org.uk) and we will deal with your complaint quickly and thoroughly.

24. We commit to ensuring that our complaints process is clear and easily accessible, and we will provide clear and evidence-based reasons for our decisions on complaints.

25. However, should you be dissatisfied with our response, you will be able to take this further by contacting the Scottish Fundraising Standards Panel on 0808 164 2520 or [info@goodfundraising.scot](mailto:info@goodfundraising.scot)



## Getting help to make your complaint

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26. We understand that you may be unable or reluctant to make a complaint yourself. We accept complaints from the representative of a person who is dissatisfied with our service. We can take complaints from a friend, relative, or an advocate, if you have given them your consent to complain for you.

27. You can find out about advocates in your area by contacting the Scottish Independent Advocacy Alliance:

**Scottish Independent Advocacy Alliance**

Tel: 0131 510 9410

Website: [www.siaa.org.uk](http://www.siaa.org.uk)

28. You can find out about advisers in your area through Citizens Advice Scotland:

**Citizens Advice Scotland**

Website: [www.cas.org.uk](http://www.cas.org.uk) or check your phone book for your local citizens advice bureau.

29. We are committed to making our service easy to use for all members of the community. In line with our statutory equalities duties, we will always ensure that reasonable adjustments are made to help you access and use our services. If you have trouble putting your complaint in writing, or want this information in another language or format, such as large font, or Braille, please tell us in person, or call/email us using the details above.



We can also give you this leaflet in other languages and formats (such as large print, audio and Braille).



## Quick guide to our complaints procedure

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### Complaints procedure

You can make your complaint in person, by phone, by email or in writing.

We have a **two-stage complaints procedure**. We will always try to deal with your complaint quickly. But if it is clear that the matter will need investigation, we will tell you and keep you updated on our progress. If your complaint relates to a care service you can choose to complain to us or to the Care Inspectorate.

### Stage 1: Frontline response

We will try to respond to your complaint quickly, within **five working days** if we can.

If you are still dissatisfied, you can ask us to consider your complaint at stage 2.

### Stage 2: Investigation

We will look at your complaint at this stage if you are dissatisfied with our response at stage 1. We also look at some complaints immediately at this stage, if it is clear that they need investigation.

We will acknowledge your complaint within **three working days**.

We will confirm the points of complaint to be investigated and what you want to achieve.

We will investigate the complaint and give you our decision. This will be after no more than **20 working days** *unless* there is clearly a good reason for needing more time.

### Scottish Public Services Ombudsman

If, after receiving our final decision, you remain dissatisfied with our decision or the way we have handled your complaint, you can ask the SPSO to consider it.

There are some complaints that have an alternative route for independent review. We will tell you how to seek independent review when we give you our final response on your complaint.

We will tell you how to do this when we send you our final decision.