

**Complaints and Compliments Procedure**

1.0 Introduction

* 1. This policy sets out the procedure to be followed when SENDIASS Staffordshire Family

Partnership (SFPS) receives a complaint, comment or compliment from parents, carers,

volunteers or other users.

* 1. SFPS is committed to continually improve the support it provides, and any feedback.

received will be an opportunity to:

* Listen, review, respond and take action/implement changes if necessary
* Help shape future practice
* Share best practice and celebrate achievements

2.0 Complaints

2.1 What is a Complaint? A complaint is an expression of dissatisfaction or disquiet from someone about the SENDIASS Staffordshire Family Partnership Service, which requires a response. It may include:

* Feeling disgruntled, disappointed, or unhappy
* Feeling you were not treated with respect or courtesy; or an action, or lack of action by a member of SFPS that has led to you feeling anxious, worried, or concerned.

2.2 Complaints should relate to events which occurred within the last 12 months.

2.3 All complaints will be investigated in line with this procedure. The complainant will

always be informed of the outcome of the complaint. Outcomes may include: an

explanation, an apology, practical action, implementation of change specific to the particular

complaint, review of practice.

2.4 What is a comment or compliment? These include:

* Thanking us for something that has particularly pleased you
* Suggestions for improving the service
* Feeling that someone has gone over and above your expectations
* Feedback on the service we have provided or the work we have done
* Comments or suggestions received will be passed onto the SENDIASS   
   Staffordshire Family Partnership Manager for discussion and appropriate   
   action
* Compliments received will also be passed onto the relevant person and the   
   Manager for their information and records

3.0 Who can make a complaint?

3.1 Those eligible are:

* Staff, Volunteers and Professionals
* Parents, carers, children and young people
* Any service user who accesses the SENDIASS Staffordshire Family Partnership
* Anyone working in partnership with SFPS

3.2 Please note, this procedure is solely for complaints, comments and compliments

about the service received from SENDIASS Staffordshire Family Partnership

Service. It does not apply to the actions or decisions of an individual or organisation

outside of the service.

3.3 Exemptions from the procedure may occur in exceptional circumstances.

Instances of cases when an exemption may occur are:

* Other procedures or appeals procedures are in place for dealing with the

issues raised. This would include Court proceedings, Criminal procedures,

Safeguarding procedures etc.

* Complaints occurring more than 12 months ago
* The same complaint has already been investigated

3.4 How do I make a complaint, comment or compliment? If a verbal complaint, comment or

compliment is received, it will be requested that this be put in writing, either by e-mail or letter.

4.0 Is there an alternative to making a formal complaint?

4.1 Yes. Misunderstandings can often be sorted out on an informal basis. In the first

instance, you may like to contact the SFPS Manager who may be able to resolve

the issue. If the issue is not resolved, the formal complaints procedure can be started.

**5.0 Formal Complaints Procedure**

5.1 Complaints may be received through Staffordshire County Council’s complaints

procedure or directly through the service. The complaints process consists of two   
 stages:

* Stage 1 - SENDIASS Staffordshire Family Partnership Manager to provide a   
  response following receipt of the complaint
* Stage 2 - Review by SENDIASS Staffordshire Service Commissioner

**5.2 Stage 1 -SENDIASS Staffordshire Family Partnership Manager to provide a response**

5.3 The complaint will be forwarded upon receipt to the SFPS Manager. An

acknowledgement letter will be sent, within 5 working days of receipt of the

complaint. If the complaint is about the SFPS Manager, the procedure will start at   
 Stage 2.

5.4 A full investigation into the circumstances surrounding the complaint will be carried out

by the Manager. This may involve talking to people concerned.

5.5 The complainant will receive a written response letter including how the complaint

investigation has been conducted, confirmation of outcomes and any actions to be   
taken. The complainant will be informed that they may request a Stage 2 complaint   
should they remain dissatisfied.

5.6 A complaint will be responded to within 20 working days. In exceptional circumstances

where a complaint will take longer then 20 days to investigate the complainant will be

informed of this and the date by which they will receive a reason.

6.0 Stage 2 SENDIASS Commissioner of Service to investigate/review

6.1 All requests for Stage 2 investigation must be in writing to the SENDIASS

Commissioner of Service. This must be within 20 working days of the Stage 2 response letter and specify why the complainant remains dissatisfied and   
what outcomes are being sought. An acknowledgement letter will be sent within 5 working days of receipt to the complainant.

6.2 The SENDIASS Commissioner of Service will review the complaint, making sure all relevant

information has been considered.

* A Stage 2 complaint may take the form of an investigation or mediation.

6.3 Mediation

* Mediation may be offered to help resolve the complaint. This will involve all the

relevant parties meeting to discuss the complaint and agreeing a way forward to

help resolve the complaint.

6.4 Investigation

* An investigation will involve the SENDIASS Commissioner of Service reviewing the investigation of the complaint to provide an independent and objective view. This will involve contacting the complainant to clarify the complaints and desired outcomes. If during this meeting the outcomes sought cannot be achieved through the complaints   
  procedure this will be explained and where possible an alternative route provided.
* A full response will be provided to the complainant within 20 working days, though if the issue is complicated the complainant will be written to, to inform them of when they will hear the outcome of the investigation. The response will include how the complaint has been investigated their findings, outcomes, and recommendations/actions to be taken.
* The SENDIASS Commissioner of Service decision will be final. A record of discussions and decisions will be kept.

**7.0 Recording and Monitoring of Complaints, Comments and Compliments**

7.1 All complaints, comments and compliments will be recorded and kept on a

confidential database. All complaints will be treated confidentiality according to

the confidentiality policy and will be reported and discussed at the SFPS Steering

Group meetings.

**8.0 Stage 3 Local Government Ombudsman**

8.1 If your complaint has been through both stages of the complaints process and

you are still unhappy with the outcome, you can contact: The Local

Government Ombudsman.

[Local Government Ombudsman](https://www.lgo.org.uk/)

Date of review: July 2025

Date of next review: July 2026