

CHARLTON ATHLETIC COMMUNITY TRUST **COMPLAINTS POLICY AND PROCEDURE**

Charlton Athletic Community Trust's (CACT) aims to provide a professional and approachable service for members of the public, customers and all service users who need help, advice and information relating to any aspect of CACT's activities. CACT works hard to ensure that a high level of customer service is provided by all of our employees at all times.

We seek to ensure that all complaints are:

- Listened to and investigated thoroughly
- Dealt with consistently
- Dealt with in an appropriate fair and timely manner and
- learned from

If you have a complaint, you can contact us:

By Post:

Complaints C/O Head of Governance and Support Services
Charlton Athletic Community Trust (CACT)
CAFC Training Ground
Sparrows Lane
New Eltham
SE9 2JR

By Telephone: 020 8850 2866

By Email: Kathy.smart@cact.org.uk

Office Hours: Monday to Friday, 9am to 5pm.

We will acknowledge your complaint within 3 working days of receipt and will send a formal response from the Head of the relevant department within 21 working days. CACT will attempt to resolve all justifiable complaints within this timescale however, if this cannot be done, CACT will update the complainant on progress of the complaint.

If after 28 days you are dissatisfied with progress made, you have the option of taking the complaint to the Chief Executive, at the above address.

If you are still dissatisfied with the response you can write to the Chair of the CACT Board of Trustees, c/o CACT at the above address; your letter will be forwarded to the Chair.

If you remain dissatisfied with our response you can contact the Charity Commission for advice: www.charitycommission.gov.uk

Staff Conduct

CACT staff will conduct themselves in a courteous and responsive manner in all dealings with customers and service users. CACT is committed to treating all persons equally.

Equality

Our commitment to promoting equality and inclusion applies to all areas of our work.

CACT is committed to providing a high quality, transparent and accessible services to everyone we engage with. In order to do this we need you to tell us when we get things wrong. We want to help resolve your complaint as quickly as possible.

We handle any expression of dissatisfaction with our service which calls for a response as a complaint. We will listen to your complaints, treat them seriously, and learn from them so that we can continuously improve our service.

Safeguarding Children, Young People and Vulnerable Adults

CACT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

CACT's Safeguarding Policy is available on the Trust website at www.cact.org.uk

Data Protection

CACT's Data Protection Policy is available on the Trust website at www.cact.org.uk

Disciplinary Action

CACT has in place an employee Disciplinary Policy. If a complaint results in CACT taking disciplinary action against an employee, please note that the complainant will not be informed of the outcome.

Your Personal Information

Please note that details of all complaints are recorded and stored in line with CACT's data retention policy. If you use this complaints procedure you are agreeing that we can use personal information you send us for purposes connected solely to your complaint.

Policy Review

The policy will be reviewed and approved by the Board of Trustees on an annual basis or sooner if required e.g. where there are changes in legislation, or recommended changes to improve best practice.

Drafted: March 2016

Reviewed: March 2017

Reviewed: March 2018

Reviewed: June 2019

Reviewed: September 2020

Next Review: December 2021

Approved: March 2017

Approved: June 2018

Approved: July 2019

Approved: December 2020