

## Complaint Form

### What is a complaint?

A complaint is where dissatisfaction is expressed about a service and we have been unable to remedy the situation to the customer's satisfaction.

### Making a complaint

A complaint can be raised in the following ways:

- ▶ Completing a complaint form and handing it in at reception
- ▶ By email or letter to the Complaints Department, **YMCA St Paul's Group**, St James' Road, Surbiton KT6 4QH
- ▶ Completing the complaint form on the **YMCA St Paul's Group** website [ymcastpaulsgroup.org/feedback](http://ymcastpaulsgroup.org/feedback)
- ▶ Verbally to a member of staff who will support the complainant in completing a complaint form.

### Stage 1: Complaint

We will respond within:

3 working days	We will acknowledge receipt of the complaint.
5 working days	We will arrange to meet with the complainant (where appropriate) to review the complaint and gather further information.
10 working days	We will write to the complainant setting out our findings and if necessary, offering resolution.

If the complainant is not satisfied with the response to the complaint, they have the right to appeal within 10 working days.

### Stage 2: Appeal against decision

A review of the decision will be taken by a member of the Executive Team who was not involved in the original decision.

Appeals against a decision will be progressed within:

3 working days	We will acknowledge receipt of the appeal.
5 working days	The officer hearing the appeal will arrange to meet with the complainant (where appropriate) to understand the grounds for the appeal.
10 working days	We will write to the complainant setting out our findings and if necessary, offering resolution.

# YMCA ST PAUL'S GROUP

An association of YMCAs serving young people and communities across London and beyond



Name	
Address	
Complaint about	Staff <input type="checkbox"/> Catering <input type="checkbox"/> Support <input type="checkbox"/> Other <input type="checkbox"/> Customers <input type="checkbox"/> Maintenance <input type="checkbox"/> Service quality <input type="checkbox"/>
Details of complaint	
Signed	
Date	