

COMPLAINTS POLICY

Our complaints policy

We are committed to providing a high-quality service to the public. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint, please contact the Coordinating Producer with the details. We have eight weeks to consider your complaint. If we have not resolved it within this time you may complain to the Chair of our Board of Directors.

What will happen next?

We will send you a letter or email acknowledging receipt of your complaint within three days of receiving it, enclosing a copy of this procedure.

We will then investigate your complaint.

The Coordinating Producer will then invite you to a meeting to discuss and hopefully resolve your complaint. She/he will do this within 14 days of sending you the acknowledgement letter.

Within three days of the meeting, The Coordinating Producer will write to you to confirm what took place and any solutions she/he has agreed with you.

If you do not want a meeting or it is not possible, the Coordinating Producer will send you a detailed written reply to your complaint, including her/his suggestions for resolving the matter, within 21 days of sending you the acknowledgement letter.

At this stage, if you are still not satisfied, you should contact us again and we will arrange for The Chair of Plymouth Dance Board of Directors to review the decision.

We will write to you within 14 days of receiving your request for a review, confirming our final position on your complaint and explaining our reasons.

Contacts

If you have any enquires or concerns in relation to this policy and procedures, please contact the Coordinating Producer admin@plymouthdance.org.uk.

Date of adoption: 20th October 2018 **Review date:** 20th October 2019

Signed:

Print name: