


## The Harmony Project - Complaints Policy

<b>Lead</b>	The Harmony Project Leadership Team
<b>Policy prepared by</b>	Clare Long
<b>Policy approved by the Director</b>	Richard Dunne
<b>Signed by the Director</b>	
<b>Became operational</b>	February 2023
<b>Due for review</b>	February 2024
<b>Reviewed by and on</b>	
<b>Signed by the Director</b>	

### 1. Policy information

This policy applies to the customers, participants and volunteers of projects, programmes and campaigns delivered by The Harmony Project.

### 2. Purpose of the policy

We take the opinions and comments of those involved in our work seriously, and it is our aim that any complaint made to The Harmony Project is solved quickly and fairly.

### 3. Definition of a complaint

For there to be a clear and concise understanding how we are defining a complaint, The Harmony Project has adopted the following definition:

“A complaint is an expression of dissatisfaction with the staff/volunteer, procedures or quality of service The Harmony Project provides.”

The definition covers complaints ranging from, but not limited to:

- Dissatisfaction with the attitude of The Harmony Project staff/volunteer.
- Dissatisfaction regarding the quality of service provided by The Harmony Project.
- Dissatisfaction with the procedures The Harmony Project has in place.

#### **4. Complaints policy procedure**

##### **Getting in touch**

The Harmony Project complaints procedure ensures that any complaints made are dealt with fairly and openly. Complaints can be made in writing, in person, via email or sites we monitor including on our official social media channels or over the telephone. The Harmony Project will not be able to disclose details of any staff or volunteer disciplinary investigations that may be instigated as a result of a complaint.

If you feel that the service you have received from The Harmony Project is unsatisfactory in any way, the first step taken in order to resolve the issue is to raise it immediately with us. You can do this by speaking to the staff member you have been dealing with, contacting us via our website or social media channels, or emailing us at [info@theharmonyproject.org.uk](mailto:info@theharmonyproject.org.uk)

Should you want to speak with someone who has not been involved with unsatisfactory service provided by The Harmony Project, or if you have a complaint concerning a member of staff/volunteer or The Harmony Project as a whole, then please state your complaint in writing to either:

Director

Richard Dunne

[richard@theharmonyproject.org.uk](mailto:richard@theharmonyproject.org.uk)

PA to Richard Dunne

Clare Long

[clare@theharmonyproject.org.uk](mailto:clare@theharmonyproject.org.uk)

## **Response to complaints**

You will receive notification of receipt of your complaint within 5 working days.

Your complaint will then be investigated by speaking with you and the other people involved. This will then be followed up in writing, including any necessary explanations or steps that will be taken to ensure that the situation shall not reoccur. We will aim to have this report sent to you within 10 working days and will keep you informed of progress. It may be that some details of the resolution process cannot be shared with you for confidentiality reasons.

If you are not satisfied with the follow up from your original complaint, you may request a full meeting with the directors or trustees of Harmony in Education, to which you would be invited. You may bring a friend a representative to support or represent you.

The directors will decide on any appropriate action to be taken in order to resolve the situation. You will be contacted in writing about the decision within 10 working days. The directors' decision will be final.

## **Staff/ volunteer awareness**

Every member of staff / volunteer is aware and has read this policy in how to deal and respond to complaints made. All new members of staff/ volunteers will be briefed on the Complaints Policy and the necessary procedures to take if a complaint is made during their staff/volunteer induction. Any updates to this policy are sent out to all staff through internal communications. For internal purposes, The Harmony Project staff and volunteers need to address their complaints through the Grievance or Dignity at work procedures.

## **Implementing, monitoring and reviewing this policy**

Harmony in Education leadership team (Director & Schools Coordinator) has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time-to-time.