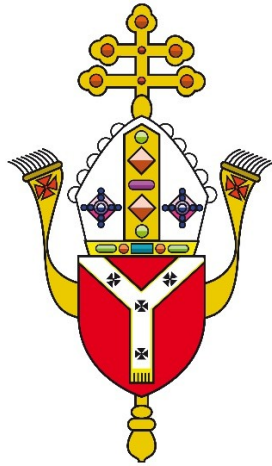


DIOCESE OF WESTMINSTER



SAFEGUARDING SERVICE: **COMPLAINTS POLICY &** **PROCEDURE**

Policy prepared by:	Head of Safeguarding
Third Party Policy:	CSSA
Approval of the Safeguarding Committee	6 March 2025
Approval of The Directors of the Trustee	14 March 2025
Review Date	

This policy applies to a complaint about the delivery of a safeguarding service.

1 Definitions

- 1.1 “A complaint” - an expression of dissatisfaction, disquiet, or a concern, about how a safeguarding service has been delivered.
- 1.2 “Chief Operating Officer” – A role that is responsible for directing the implementation of the Diocesan Trustees’ Strategy.
- 1.3 “(the) Diocese” refers to the Diocese of Westminster, including its constituent Parishes
- 1.4 “Diocesan Bishop” – The person in pastoral charge of a diocese.
- 1.5 “Independent Investigator” - a **person who is not directly involved in a situation or dispute** and who is able to investigate problems and make recommendations about what should be done. This person may be from within the diocese or from outside the diocese.
- 1.6 “Metropolitan Archbishop” – a Bishop presiding over a number of dioceses in a Province.
- 1.7 “Person concerned” – the person being complained about, or that the complainant is unhappy with in respect of delivery of the safeguarding service.
- 1.8 “Senior Auxiliary Bishop” – the most senior assistant Bishop to the Diocesan Bishop.
- 1.9 “CSSA” - the Catholic Safeguarding Standards Agency.

2 Introduction

This Policy and Procedure are intended to be consistent with the teachings of the Catholic Church.

The Diocese of Westminster will listen to comments and concerns, examine the complaint and judge the actions to be taken. In this process the diocese is open to learn from the case and using the experience to improve services for everyone who uses them.

The Diocese will aim to resolve complaints as quickly and efficiently as possible in a personalised, fair, transparent way respecting confidentiality insofar as it is able, in accordance with the principles in section 4.1.

3 Making a complaint / Contact Details

- 3.1 Complaints at any of the 3 stages can be made in writing (by post), by email or by telephone. Where a complaint is taken by telephone, a record of the conversation will be taken and sent to the complainant for agreement before any further steps are taken.
- 3.2 Where necessary, reasonable adjustments can be made to vary the way in which complaints can be made, including face to face meetings.

- 3.3 Stage 1 safeguarding service complaints about safeguarding employees and volunteers, are to be addressed to:

Name: Deacon Paul Hewitt

Address: Vaughan House, 46 Francis Street, London SW1P 1QW

Email: paulhewitt@rcdow.org.uk

- 3.4 Requests to proceed to Stage 2 are to be addressed to:

Chief Operating Officer: Paolo Camoletto

Address: Vaughan House, 46 Francis Street, London SW1P 1QW

Email: paolocamoletto@rcdow.org.uk

- 3.5 Requests to proceed to Stage 3 are to be addressed to:

Bishop/Board of Trustees: H.E. Cardinal Vincent Nichols

Address: Archbishop's House, Ambrosden Avenue
London SW1P 1QJ

Email: privatesecretary@rcdow.org.uk

4 Purpose of the Complaints Policy and Procedure

- 4.1 The Diocese has adopted this Complaints Policy and Procedure to:

- provide a fair process which is clear and easy to use;
- work in a transparent and open way;
- encourage resolution of complaints by informal means wherever possible;
- offer recourse to somebody more senior if informal resolution cannot be achieved;
- ensure all complaints are investigated fairly, consistently and in a timely way;
- ensure that explanations are provided, and solutions offered, where possible;
- ensure that wherever possible, relationships are repaired; and
- gather, record, review and utilise information, to help us to improve service delivery.
- provide an independent escalation process where the internal Diocesan complaints processes have been completed

5 Scope

- 5.1 This Policy covers complaints from persons in receipt of a service from the safeguarding department, persons who have received a service in the past and persons entitled to have received a service about the service provided.

- 5.2 This Policy does not cover:

- allegations or expressions of concern about the welfare of children or adults at risk;
- allegations about failure to follow safeguarding processes where these are already managed under the national safeguarding policy and procedure;
- issues raised by individuals who have not been directly affected by the matter being complained about;
- complaints about safeguarding services that are delivered via contractual arrangements or covered under a Memorandum of Understanding or canonical arrangements,

- between the diocese and other church bodies or organisations;
 - grievance, capability, or disciplinary matters, which are addressed using other Diocesan policies and procedures;
 - any other complaints unrelated to the provision of a safeguarding service which must be addressed via alternative Diocesan routes;
 - whistleblowing which is addressed by a separate policy and procedure;
 - complaints against priests and deacons which must be addressed to the Vicar General and which may then be appealed to the Bishop;
 - complaints relating to a member of a Religious Congregation which must be addressed to the Religious Leader;
 - complaints against clergy and members of a religious congregation who are employed by an external agency under a civil contract or who offer their services to such an agency voluntarily, against whom there is a complaint in relation to their employment or voluntary work within that agency. These complaints must be addressed to the agency concerned;
 - concerns or complaints relating to safeguarding in organisations outside the diocese, which must be addressed to the organisation concerned; and
 - subject access requests.
- 5.3 Anyone can complain on a persons' behalf whether the person is a child, an adult with vulnerabilities or if the person has died. There may, however be legal limitations about what can be disclosed or discussed.
- 5.4 Anonymous complaints will always be considered but it may not be possible to fully investigate or resolve complaints where the complainant cannot be contacted for further information. Learning from anonymous complaints will inform service improvement in the same way as learning from complaints from named individuals
- 5.5 If a person making a complaint needs somebody to help them put their complaint to the diocese, they can ask a friend, family member or somebody else that they know to assist or support them
- 5.6 The Diocese will not treat you less favorably¹ than anyone else because of your:
- sex or legal marital or same-sex partnership status: this includes family status, responsibility for dependents
 - sexual orientation, gender reassignment whether proposed, commenced or completed;
 - race: this includes people defined by their colour, nationality, ethnic or national origins, culture and language.;
 - disability;
 - age
 - religious, political, other beliefs or affiliation
 - any other unjustifiable factors, for example language difficulties, age, pregnancy, and maternity.
- 5.7 Complaints can be made up to 12 months after the date on which the cause for complaint

¹ This includes protected characteristics that are protected from discrimination under the Equality Act 2010

occurred or came to the notice of the person wishing to complain. However, if following discussion between the Safeguarding Lead and the Chair of the Trustee's Safeguarding Committee, the diocese is satisfied that there is good reason for the complaint not having been made earlier, and feels that it is still possible to investigate it fairly and effectively, then this time limit may be waived.

- 5.8 Where a complaint about the provision of a safeguarding service in another Diocese is received by the Diocese of Westminster, regardless of who is being complained about, the Diocese will refer the complaint to the Chief Operating Officer for the Diocese being complained about. They will direct the complaint to the relevant person for response.

6 Confidentiality

- 6.1 All complaint information will be handled sensitively and in accordance with prevailing data protection legislation, subject to the need to disclose information as required by statutory authorities. It will be necessary to share information with people who need to know in order that the complaint can be investigated. If this includes contacting another organisation, the complainant's written consent to share relevant information with the other organisation will be sought
- 6.2 Details of how your personal data may be processed by the diocese, are contained in the Diocesan Privacy Notice. The privacy notice will identify who the data controller is, provide contact details for the Data Protection Officer, explain the purposes for which personal data are collected and used, how the data are used and disclosed, how long it is kept, and the controller's legal basis for processing.

7 Stages of the complaints process

- 7.1 At all stages of the complaints process, complainants are advised to include as much information as possible about what happened, when, where, who was involved, what the outcome was and what they would like the person they are contacting to do.
- 7.2 The stages of the complaints process are illustrated, with timings, on the chart on page 12 and described in more detail below.
- 7.3 Complainants can refer their complaint to the Charity Commission at any stage if they consider there is serious risk of significant harm to, or abuse of the Diocese, its beneficiaries or assets. However, the Charity Commission expects complaints to be made to the Charity in the first instance²,

7.4 Informal stage

- 7.4.1 In the first instance, expressions of dissatisfaction about the safeguarding service are to be addressed by the complainant to the person concerned, regardless of the seniority of their role, giving them the opportunity to resolve the concerns. An acknowledgement will be sent within 5 working days and a response will be made within 30 working days. The response may be made in writing or by way of a meeting or telephone discussion, and the complainant

² The Charity Commission does not act as a complaints service looking at all complaints on behalf of complainants. It assesses and identifies if there is a regulatory issue or concern that requires its involvement. The Commission may refuse to take up an issue if it judges it not to be in the public interest to use its resources investigating or resolving it.

will be provided with a copy of this Safeguarding Service Complaints Policy and Procedure. The Diocese anticipates this to be the appropriate response in most instances. If an informal approach does not resolve the matter or is not an appropriate course of action, the complainant should follow the process at Stage 1 of the formal stage.

7.5 Formal Stage

7.6 There are three stages to the formal Safeguarding Service complaints procedure³

7.7 Stage 1

- 7.7.1 Complaints about the Head of Safeguarding are to be sent to the Chief Operating Officer who will discuss the matter with the Chair of the Trustee's Safeguarding Committee and where appropriate allocate the investigation to somebody, outside the Safeguarding Service ('other appointed person').who is suitably experienced in handling complaints
- 7.7.2 All other complaints about safeguarding services or the delivery of services by safeguarding personnel are to be sent to the Head of Safeguarding, who will establish if anybody within the Diocese is already involved in addressing the issues raised, what has happened so far and will, in agreement with the Chief Operating Officer, allocate an appropriate person outside the safeguarding department ('other appointed person').to investigate,
- 7.7.3 Whoever receives the complaint will acknowledge receipt within 5 working days. The letter of acknowledgement will assure the complainant that their complaint will be taken seriously. A copy of this Safeguarding Service complaints policy and procedure will be included with the acknowledgement letter.
- 7.7.4 The person appointed to investigate the complaint will usually need to contact the complainant to clarify matters such as the nature of the complaint and what the complainant feels would put things right. A full written record will be made of the discussion or meeting. A copy of the record will be provided to the complainant, to allow them to confirm accuracy.
- 7.7.5 The complainant will be assured that they will be listened to.
- 7.7.6 If the complainant's expectations are considered to be disproportionate, they will be informed of this and the reasons why.
- 7.7.7 The complainant will be given a copy of the Diocesan Privacy Notice and informed that their identity⁴ and the detail of the complaint will be shared with the subject(s) of the complaint. They will also be informed as to how the records relating to the complaint will be kept and who will see them.
- 7.7.8 The complainant will be advised who will provide them with updates or give feedback on the process as it is underway.
- 7.7.9 Details of the complaint will be shared with the person being complained about (respondent), to provide them with an opportunity to correct factual inaccuracies and / or make a response to the person investigating the complaint. A copy of the record will be provided to the

³ Occasionally, and at any of the 3 stages, it might be necessary to appoint an independent investigator if the seriousness of the complaint means it is not appropriate for the matter to be dealt with internally. This would be decided in discussion between the Head of Safeguarding and the Chief Operating Officer unless the complaint relates to the Head of Safeguarding, and then the discussion will take place between the Chief Operating Officer and the Episcopal Vicar for Safeguarding

respondent to allow them to confirm accuracy.

7.7.10 After an investigation has taken place, a draft written report will be produced using clear language and neutral tone.

7.7.11 The report will:

- set out the complaint(s);
- identify the process of enquiry or investigation;
- provide an explanation as to how the complaint arose;
- summarise the facts that can be established;
- clarify what cannot be determined and why;
- identify potential solutions (having regard to the resolution that is being sought by the complainant); and
- state whether the complaint has been upheld
- recommend action to resolve the complaint and to avoid similar situations occurring in the future, again considering the resolution that is being sought by the complainant.

7.7.12 Quality Assurance.

The draft written report will be provided to the Head of Safeguarding for quality assurance purposes in terms of accuracy, process interpretation and the role of the Safeguarding Service. The Head of Safeguarding will advise the investigator of any errors or inaccuracies identified.

7.7.13 The investigator will amend the report to correct any factual errors or inaccuracies and supply a final report to the Head of Safeguarding.

7.7.14 Regardless of whether the complaint is upheld, within 30 working days of receipt of the complaint, the report will be sent the complainant, accompanied by a letter from the appointed person setting out the diocese's views, actions and comments. The covering letter will usually:

- express regret for the dissatisfaction;
- acknowledge if it is decided that an objectively acceptable standard of service was provided, giving a clear and evidenced explanation as to how this decision was reached;
- acknowledge if the service provided fell short of an objectively acceptable standard of service and/or could have been handled differently or better and offer an apology for this;
- if the service provided fell short of an objectively acceptable standard, explain the steps have been taken to ensure that the situation does not occur again;
- advise the complainant that if they are unhappy with the response at Stage 1, they can invoke Stage 2 of the complaint procedure; and

where appropriate, advise the complainant that they can refer their complaint to the Charity Commission at any stage if they consider there is serious risk of significant harm to, or abuse of the Diocese, its beneficiaries or assets. However, the Charity Commission requires complaints to be made to the Charity in the first instance, or for there to be a reason why this could not be done⁴

⁴ unless the complainant objects and the person responding believes that, in the specific circumstances, their objection should be sustained.

If it is not possible to complete the report within this timeframe, the complainant will be kept updated and informed of the reasons why not and, where possible, advised of a new timeframe for the report. The complainant's views will be considered in defining the new timeframe.

7.8 Stage 2 – Review

7.8.1 If the complainant is dissatisfied with the way the complaint was handled or the outcome of the Stage 1 procedure, the complainant can refer the matter to the Chief Operating Officer within 30 working days, who will review, or appoint somebody else to review the investigation and outcome of Stage 1, repeating any prior process that they feel is appropriate.

7.8.2 The subject of the complaint and the person who investigated at Stage 1 are to be informed (a) that a review at Stage 2 is taking place and (b) of the outcome if such review at the completion of Stage 2. All papers from Stage 1 and will be made available to the Chief Operating Officer at Stage 2.

7.8.3 The Chief Operating Officer will write to the complainant to acknowledge receipt of the request to progress to Stage 2 within 5 working days and write to the complainant within 30 working days to notify them of the outcome of their review.

7.8.4 The letter from the Chief Operating Officer written using clear, comprehensible language and neutral tone, is to:

- express regret for the dissatisfaction
- set out whether the conclusion reached at Stage 1 is upheld or not;
- set out the reasons for reaching such conclusion, including acknowledging if enquiries or investigation at Stage 1 should have been handled differently;
- offer an apology about the process if they conclude that a complaint that was not upheld should have been upheld;
- acknowledge if the service provided fell short of an objectively acceptable standard and/or could have been handled differently or better and offer an apology about the service provided;
- if appropriate, explain the steps have been taken to ensure that the situation in relation to the original complaint does not occur again;
- advise the complainant that if they are unhappy with the response at Stage 2, they can invoke Stage 3 of the complaint procedure; and

where appropriate, advise the complainant that they can refer their complaint to the Charity Commission at any stage if they consider there is serious risk of significant harm to, or abuse of the Diocese, its beneficiaries or assets. However, the Charity Commission requires complaints to be made to the Charity in the first instance, or for there to be a reason why this could not be done⁵

7.8.5 If it is not possible to complete the review within this timeframe, the complainant will be kept updated and informed of the reasons why not and, where possible, advised of a new timeframe for the report.

⁵ The Charity Commission does not act as a complaints service looking at all complaints on behalf of complainants. It assesses and identifies if there is a regulatory issue or concern that requires its involvement. The Commission may refuse to take up an issue if it judges it not to be in the public interest to use its resources investigating or resolving

7.9 Stage 3 – Appeal – Final Stage

- 7.9.1 If the complainant remains dissatisfied at the end of Stage 2, complaints may be progressed to Stage 3, which is a review by the Diocesan Board of Trustees.
- 7.9.2 At this stage, any complaint will be passed to the Archbishop , in his capacity as Chair of Trustees, who may review the matter himself, or nominate another Trustee to undertake the review.
- 7.9.3 The subject of the complaint and the person who investigated at Stage 2 are to be informed (a) that a review at Stage 3 is taking place and (b) of the outcome of such review at the completion of Stage 3. All papers from Stage 1 and Stage 2 will be made available to the person assigned to review matters at Stage 3.
- 7.9.4 Complaints will be acknowledged by the Archbishop or a nominated Trustee, within 5 working days of receipt by the Board. The acknowledgement will say who will deal with the complaint and when the complainant can expect a reply.
- 7.9.5 The Archbishop or nominated Trustee will appoint a senior person who has not been involved in any aspect of service delivery and is not responsible for the line management, supervision, or discipline of those being complained about to:
- contact the complainant and agree which aspects of the original complaint remain unresolved;
 - complete a review of the papers from Stage 1 and Stage 2 and further investigate, if necessary; and
 - produce a report for the Bishop and Board of Trustees within 30 working days of agreement with the complainant about the complaints that are unresolved.
- 7.9.6 If it is not possible to complete the report within this timeframe, the complainant will be kept updated and informed of the reasons why not and, where possible, advised of a new timeframe for the report. The complainant's views will be considered in defining the new timeframe.
- 7.9.7 If necessary⁶ in the judgement of the Archbishop or the nominated Trustee, the Archbishop or nominated Trustee will appoint an Independent Investigator to investigate and produce a report on a Stage 3 Complaint. This will be someone who is not a member or officer of the diocese. Where possible, the timescale for completion will be advised to the complainant.
- 7.9.8 Where a timescale for completion has been agreed and it is not possible to complete the report within this timeframe, the complainant will be kept updated and informed of the reasons why not and, where possible, advised of a new timeframe for the report. The complainant's views will be considered in defining the new timeframe.
- 7.9.9 The report by the senior person or the Independent Investigator, written using clear, comprehensible language and neutral tone, is to:
- set out the areas of complaint that remain unresolved;
 - the process of review or further investigation;
 - set out any further facts that have been established;

⁶ For example, this may be to ensure lack of bias, or because there is nobody that can be appointed internally.

- if appropriate, provide further explanation as to how the complaint arose;
- conclude whether the original complaint is upheld or not;
- identify any additional potential solutions (having regard to the resolution that is being sought by the complainant); and
- recommend any additional action to resolve the complaint and to avoid similar situations occurring in the future, again considering the resolution that is being sought by the complainant.

7.9.10 Within 30 days of receiving the senior person's or Independent Investigator's report, the Archbishop or Trustee will send a copy of the report to the complainant, the subject(s) of the complaint and the stage 1 and stage 2 investigator/reviewer, accompanied by a covering letter from the Archbishop or Board of Trustee setting out the diocese's views, actions and comments.

7.9.11 If it is not possible to meet this timeframe, the complainant will be kept updated and informed of the reasons why not and, where possible, advised of a new timeframe for the report. Where necessary, arrangements will also be made to keep the complainant updated

7.9.12 The letter from the Archbishop or Board of Trustees will:

- express regret for the dissatisfaction;
- set out whether the conclusion reached at Stage 2 is upheld or not;
- set out the reasons for reaching their conclusion, including acknowledging if enquiries or investigation at Stage 1 or 2 should have been handled differently;
- offer an apology about the process if they conclude that a complaint that was not upheld should have been upheld;
- acknowledge if it is decided that an objectively acceptable service was provided, giving a clear and evidenced explanation as to how this decision was reached;
- acknowledge if the service provided fell short of an objectively acceptable standard and/or could have been handled differently or better and offer an apology about the service provided;
- explain the steps have been taken to ensure that lessons are learned;
- advise the complainant that this is the final Stage of the complaints process and the decision will not be subject to further review by the diocese;
- where appropriate, advise the complainant that they can refer their complaint to the Charity Commission, noting that the Charity Commission requires complaints to be made to the Diocese in the first instance, or for there to be a reason why this could not be done.

8 Complaints in relation to Bishops

8.1 Informal stage (Episcopal)

8.1.1 In the first instance, expressions of dissatisfaction are to be addressed to the Bishop concerned, giving them the opportunity to resolve the concerns. An acknowledgement will be sent within 5 working days and a response within 30 working days. The response may be made in writing or by way of a meeting or telephone discussion, and the complainant will be provided with a copy of this Complaints Policy and Procedure. The Diocese anticipates this to be the appropriate response in most instances. If an informal approach does not resolve the matter or is not an appropriate course of action, the complainant should follow the process at the formal stage.

8.1.2 The response will:

- express regret for the dissatisfaction
- set out the complaint(s);
- identify the process of enquiry or investigation;
- summarise the facts that can be established;
- clarify what cannot be determined and why;
- provide an explanation as to how the complaint arose;
- identify potential solutions; and
- recommend action to resolve the complaint and to avoid similar situations occurring in the future, considering the resolution that is being sought by the complainant.

8.1.3 If the complainant's expectations are considered to be excessive, they will be informed of this and the reasons why.

8.2 Formal Stage (Episcopal)

8.2.1 If the complainant is unhappy with the response of the subject of the complaint, they can forward the complaint to the Chief Operating Officer who will forward the complaint and the Bishop's response to the Metropolitan Archbishop for investigation, informing the complainant this has been done. In the case of the Bishop being the Metropolitan Archbishop (or if there is no Metropolitan Archbishop at the time), the Chief Operating Officer will forward the complaint to the diocesan bishop in that Metropolitan Province who is the most senior by appointment, informing the complainant this has been done.

8.2.2 The Chief Operating Officer will acknowledge the complaint within 5 working days and inform the complainant of the contact details of the person to whom the complaint has been referred. The letter of acknowledgement will assure the complainant that their complaint will be taken seriously. A copy of this Complaints Policy and Procedure will be included with the acknowledgement letter.

8.2.3 The receiving Metropolitan Archbishop or Bishop will appoint an individual from outside of the diocese of the Bishop being complained about who is of sufficient seniority to investigate the complaint.

8.2.4 The investigator will provide a report, in accordance with paragraph 7.8.4, to the receiving Metropolitan Archbishop or Bishop.

8.2.5 Within 30 working days of the report being received by the Metropolitan Archbishop or Bishop, he will send a copy of the report and a covering letter to the complainant. The covering letter will:

- express regret for the dissatisfaction caused;
- acknowledge if it is decided that the actions being complained about were objectively acceptable, giving a clear and evidenced explanation as to how this decision was reached;
- acknowledge if the situation being complained about could have been handled differently or better, and offer an apology;
- explain the steps that have been taken to ensure that lessons are learned;

where appropriate, advise the complainant that if they are unhappy with the outcome, they can refer their complaint to the Charity Commission at any stage if they consider there is serious risk of significant harm to, or abuse of the Diocese, its beneficiaries or assets. However,

the Charity Commission requires complaints to be made to the Charity in the first instance, or for there to be a reason why this could not be done⁷

8.2.6 The Metropolitan Archbishop or Bishop will provide a copy of the report and covering letter to the person being complained about and his Board of Trustees, for the purpose of ensuring that any recommendations are acted upon and that learning informs future service.

8.2.7 If the complainant's expectations are considered to be excessive, they will be informed of this and the reasons why.

9 External process

9.1 Complainants can refer their complaint to the Charity Commission at any stage if they consider there is serious risk of significant harm to, or abuse of the Diocese, its beneficiaries or assets. However, the Charity Commission requires complaints to be made to the Charity in the first instance, or for there to be a reason why this could not be done⁸. Information about the kind of complaints that the Commission can involve itself in can be found on their website at: <https://www.gov.uk/government/publications/complaints-about-charities>

10 Reference to the CSSA

10.1 If Complainants are dissatisfied with how their complaint has been handled by the diocese, and if the diocesan complaints procedures have been exhausted complainants can refer the matter to the Catholic Safeguarding Standards Agency. See [CSSA-Complaints-Policy-and-Procedure-October-2024.docx](#).

Complaints can be made by letter, email or telephone and must set out what the complainant is unhappy about and when their original complaint was concluded by the Church body that investigated it.

Emails can be sent to: qualityassurance@catholicsafeguarding.org.uk

Letters can be posted to:

Quality Assurance Team

Catholic Safeguarding Standards Agency

c/o 39 Eccleston Square

London

SW1V 1BX

Telephone: 0207 901 1920

⁷ The Charity Commission does not act as a complaints service looking at all complaints on behalf of complainants. It assesses and identifies if there is a regulatory issue or concern that requires its involvement. The Commission may refuse to take up an issue if it judges it not to be in the public interest to use its resources investigating or resolving it

⁸ The Charity Commission does not act as a complaints service looking at all complaints on behalf of complainants. It assesses and identifies if there is a regulatory issue or concern that requires its involvement. The Commission may refuse to take up an issue if it judges it not to be in the public interest to use its resources investigating or resolving it.

The CSSA will not re-investigate the original complaint that was made to a Church body but will investigate complaints about the processes followed by a Church body when they investigated the complaint that was made to it.

11 Withdrawal of a complaint

- 11.1 If a complainant chooses to withdraw their complaint, they will be asked to confirm this in writing.

12 Managing repeated complaints

- 12.1 The Diocese will not normally limit the contact complainants have with the organisation. However, complainants are requested to try to limit their communication with the Diocese which is material to their complaint while the complaint is being progressed.
- 12.2 For complainants who are deemed to contact the Diocese excessively, and because of the frequency and nature of their complaints cause a significant level of disruption to the extent that it impedes other work, measures may be put in place such as specifying the method and frequency of any ongoing contact and ensuring that there is a single point of contact for complainants.

13 Abusive or threatening behaviour

- 13.1 The Diocese will not tolerate unacceptable behaviour and will take action to protect clergy, employees, office holders and volunteers ('diocesan personnel') from such behaviour, including that which is abusive or threatening.
- 13.2 In response to abusive or threatening behaviour towards 'diocesan personnel', the Archbishop or the Chief Operating Officer will write to the complainant, explaining that their behaviour is unacceptable.

14 Serious incidents of violence or aggression

- 14.1 In response to any serious incident of aggression or violence, the Diocese will immediately inform the police and communicate these actions in writing to the complainant. This may include barring an individual from any premises of the Diocese.

15 Variation of this Policy and Procedure

- 15.1 The Trustees may vary the Complaints Policy and Procedure for good reason. For example, this may be necessary to avoid a conflict of interest. Reasons for varying the Complaints Policy and Procedure should be recorded in writing on the case file relating to each complaint for which the Policy and Procedure is varied.

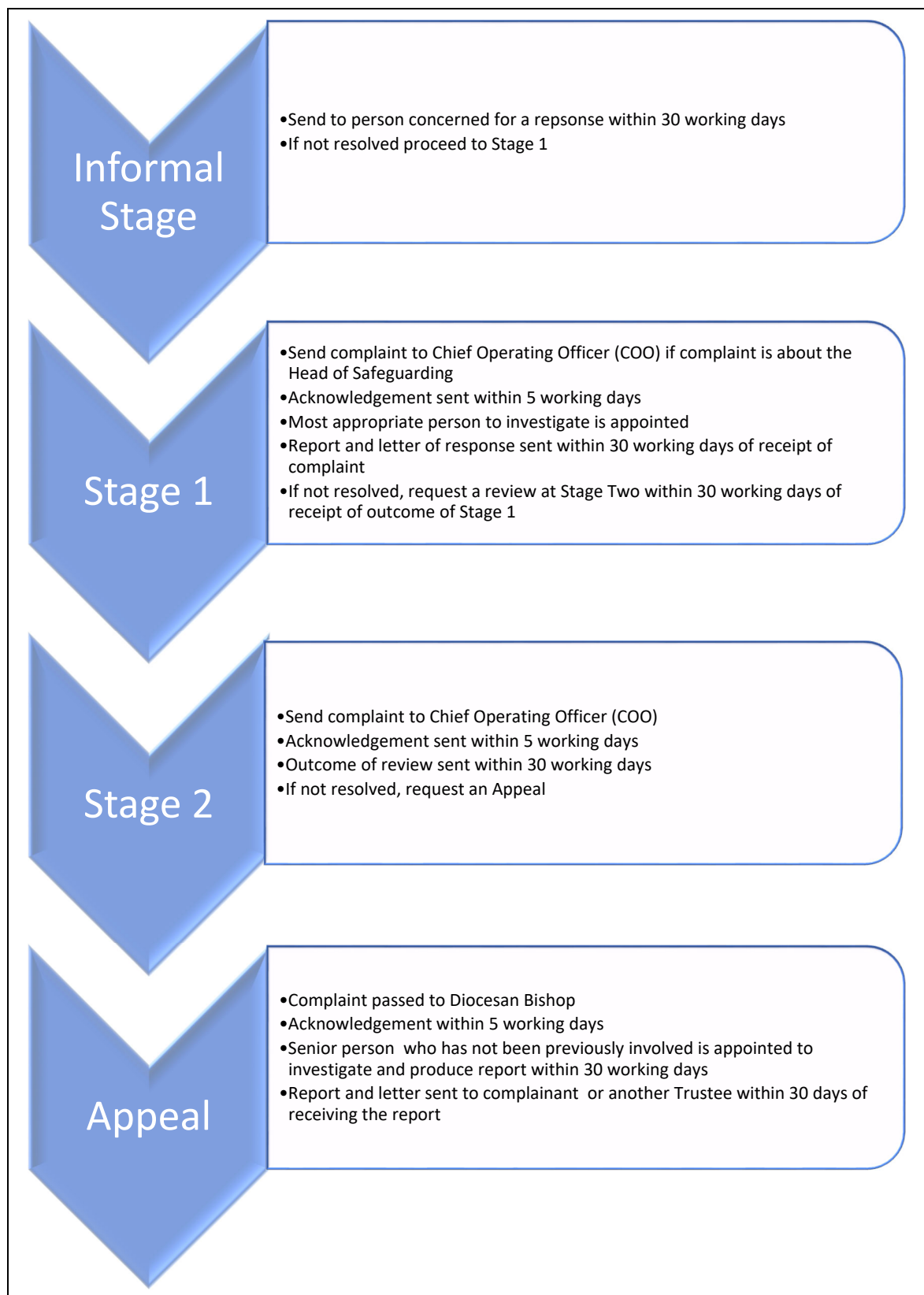
16 Monitoring and learning from complaints

- 16.1 Complaints are reviewed annually by the Trustees, to identify any trends which may indicate a need to take further action. Anonymised data on complaints will be provided to CSSA on request.

17 Amendment of this Policy and Procedure

Quick Guide Complainants can refer their complaint to the Charity Commission at any stage if they consider there is serious risk of significant harm to, or abuse of the Diocese, its beneficiaries or assets. However, the Charity Com: mission requires complaints to be made to the Charity in the first instance, or for there to be a reason why this could not be done⁹. Information about the kind of complaints that the Commission can involve itself in can be found on their website.

Complaints



Complaints Against Bishops

Informal Stage (Episcopal)

- Send to person concerned acknowledgement within 5 working days and response within 30 working days

Formal Stage (Episcopal)

- Send complainant to Chief Operating Officer who will forward to appropriate person in accordance with 8.2.1
- Acknowledgement within 5 working days
- Person appointed to investigate and produce report within 30 working days
- Report and letter sent to complainant by appropriate person in accordance with 8.2.1

External Process

- Complainant can refer the complaint to the Charity Commission at any stage if they consider there is a serious risk of significant harm to or abuse of the Diocese, its beneficiaries or assets. However, the Charity Commission requires complaints to be made to the charity in the first instance, or for there to be a reason why this could not be done. The Charity Commission does not act as a complaints service on behalf of complainants. It assesses and identifies if there is a regulatory issue or concern that requires its involvement. The Commission may refuse to take up an issue if it judges it not to be in the public interest to use its resources investigating or resolving it.