



## Complaints Policy and Procedure

Anyone who feels it appropriate to express dissatisfaction is offered the opportunity to raise issues openly with full assurance that they will be dealt with courteously, fairly, objectively and in a timely manner. To be certain of consideration, the complaint must be lodged within three months.

Myerscough College constantly seeks to improve the services it provides and welcomes feedback which may, from time to time, include dissatisfaction with aspects of its services. The outcomes from complaints support continuous improvement.

## Procedure

### 1. Making a Complaint

#### Stage 1 – Informal

Issues that appear straightforward and potentially easily resolved may be directed to any relevant member of staff in order to seek an early resolution.

#### Stage 2 – Formal

Where a complaint cannot be resolved satisfactorily through the informal route or in cases of more serious issues, these may be lodged as formal complaints by contacting:

Corporate Services  
Myerscough College  
St Michaels Road  
Bilsborrow  
Preston  
PR3 0RY  
[complaints@myerscough.ac.uk](mailto:complaints@myerscough.ac.uk)  
Tel: 01995 642225

Any concerns relating to young people and adults with additional needs who are suffering, or likely to suffer, significant harm, e.g. by neglect, physical injury, sexual abuse or emotional abuse or any aspect of bullying, harassment or coercion will be directed to the Director of Student Support and Welfare, or a nominee, as a safeguarding issue.

Financial issues will be referred to the Deputy Principal, Finance and Corporate Services.

#### Acknowledge, Record and Monitor

All formal complaints will be recorded, acknowledged within five working days and monitored until conclusion within Corporate Services. A central log of complaints and appeals against complaints outcomes is maintained and monitored by the Corporate Services Manager and reported to the Quality Monitoring Group. Higher Education (HE) complaints are also reported annually to the Corporation and awarding University.

#### Investigate

The Corporate Services Manager will assign a Manager to investigate the formal complaint. The Investigating Manager will update the complainant with the findings of their investigation. During this stage you may be contacted for further information or may be invited to meet with the Investigating Manager.

Where the complainant is invited to attend a meeting, they may be accompanied by a friend or relative, but the accompanying person will not normally take active part in the meeting. Legal representation is not permitted without the College's knowledge or consent.

### **Outcome**

Following the investigation, the Investigating Manager will respond to the complainant within twenty working days, unless otherwise advised.

If you are a HE student and are not satisfied with the outcome of the investigation into the complaint, you may access Stage 3 of the UCLan Complaints Procedure. At the conclusion of this procedure you will be issued with a Completion of Procedures (CoP) letter by UCLan which will allow you to then refer your complaint to the Office of the Independent Adjudicator (OIA), should you wish to proceed further and/or are still unhappy with the outcome of your complaint.

### **Mediate**

If the complaint is not resolved satisfactorily through the normal procedure, mediation may be arranged. Mediation is voluntary and will only take place with the agreement of both parties. The Corporate Services Manager will be responsible for arranging mediation. The mediator will be neutral to the dispute.

### **Stage 3 - Appeal**

The complainant has the right to appeal against the outcome of the complaint. This should be lodged with the Corporate Services Manager within five working days of receipt of correspondence stating the outcome of the investigation into the formal complaint. The grounds of appeal and any actions sought must be clearly stated at the time of making the appeal. The Chief Executive and Principal or Deputy Chief Executive and Vice Principal, or their nominee, will review the formal investigation and consider whether:

- New evidence or circumstances have become known, which could not have reasonably been made known at the time of the complaint;
- The investigation was not conducted fairly or according to Procedure and this affected the outcome;
- The decision and outcome of the complaint were unreasonable.

We aim to conclude the Appeal process normally within twenty working days and will contact you with the outcome. This decision constitutes the final stage of the College Complaints Policy and Procedure.

If the complaint is not resolved to your satisfaction, further avenues of communication are available through the relevant external agencies:

#### **Further Education:**

Skills Funding Agency  
OFSTED

### **Higher Education:**

University of Central Lancashire  
Quality Assurance Agency for Higher Education (QAA)  
Office of the independent Adjudicator (OIA)

### **Confidentiality and Support**

All complaints will be treated as confidential to safeguard interests and information limited to those involved in the complaints process. If in exceptional cases and for justifiable reasons the complainant wishes to remain anonymous throughout the process, this may be considered. However if disclosures are made it may be necessary to share information and this must be explained to the complainant. The College will not normally investigate anonymous or malicious complaints.

Complainants who feel that they need help and/or support to make a complaint may wish to talk to the College Student Union Liaison Officer or a member of 'The Core'.

### **Vexatious Complaints**

There may be occasions when, despite all stages of the procedures having been followed, the complainant remains dissatisfied. If the complaint becomes vexatious (eg the complainant tries to re-open the same issue), Myerscough College reserves the right to end the complaint handling process and will inform the complainant in writing that the procedure has been exhausted and the matter is now closed.

### **Documents associated with the Complaints Policy and Procedure**

- Complaints Form - available on the College website, staff and student Intranets, and various locations around the campuses including Receptions and The Core
- Admissions Policy and Procedure
- Appealing against Assessment Decisions
- Grievance Policy and Procedure for Staff
- Whistleblowing Policy and Procedure
- Myerscough Code
- QAA UK Quality Code for Higher Education - [Chapter B9: Academic Appeals and Student Complaints](#)
- Student Disciplinary Policy and Procedure
- Safeguarding Policy and Procedure

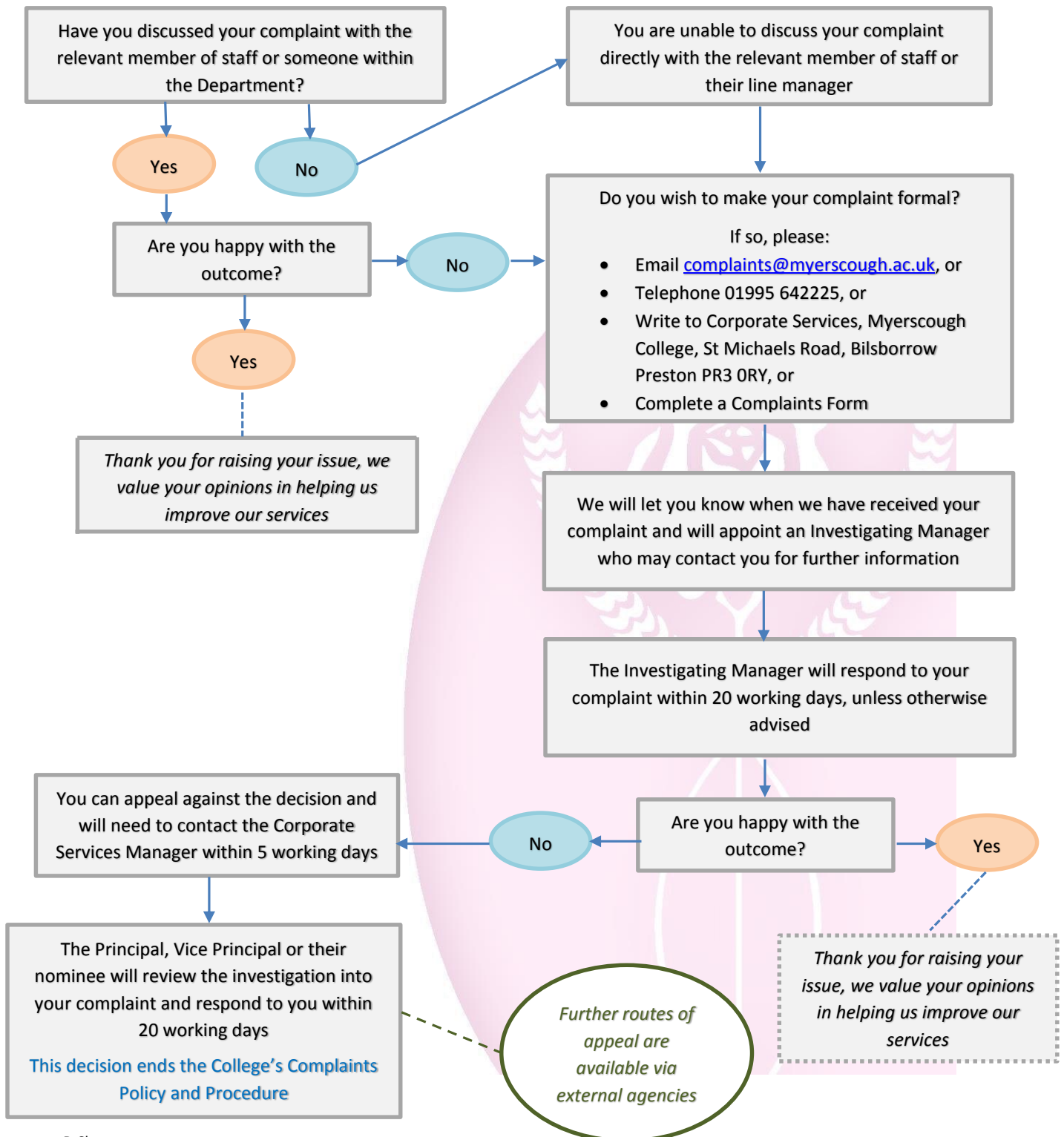
### **Appendices**

Appendix 1 – How to Make a Complaint



**How to Make a Complaint?**

Complaints may be made verbally, by telephone, email or letter or by completing a Complaints Form available on the College website, at Reception and in 'The Core'. Students are encouraged to resolve any issues of dissatisfaction directly with their course tutor so that this may be dealt with quickly and informally.



Document History			
<b>Author:</b>	Corporate Services Manager	<b>Ref and Document Version:</b>	Complaints Policy and Procedure - V1
<b>Approval:</b>	College Executive	<b>Approval Date:</b>	September 2015
<b>Review Date:</b>	September 2017		
<b>Publication:</b>	Staff Intranet Student Intranet College Website		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
<b>Common Inspection Framework</b>			
<b>MATRIX</b>			
<b>QAA</b>		QAA UK Quality Code for Higher Education – Chapter B9: Academic Appeals and Student Complaints	
<b>QIA</b>			
<b>SFA</b>			

**All Myerscough College Policies are subject to screening for Equality Impact Assessment**

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

**Safeguarding, Learner Protection and Prevent**

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.