



## Diocese of Wrexham

### Safeguarding Service Complaints Policy and Procedure

#### **Introduction**

- This Policy and Procedure is consistent with the teachings of the Catholic Church.
- The Diocese of Wrexham will listen to comments and concerns, seek to put things right for the person making the complaint, 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.

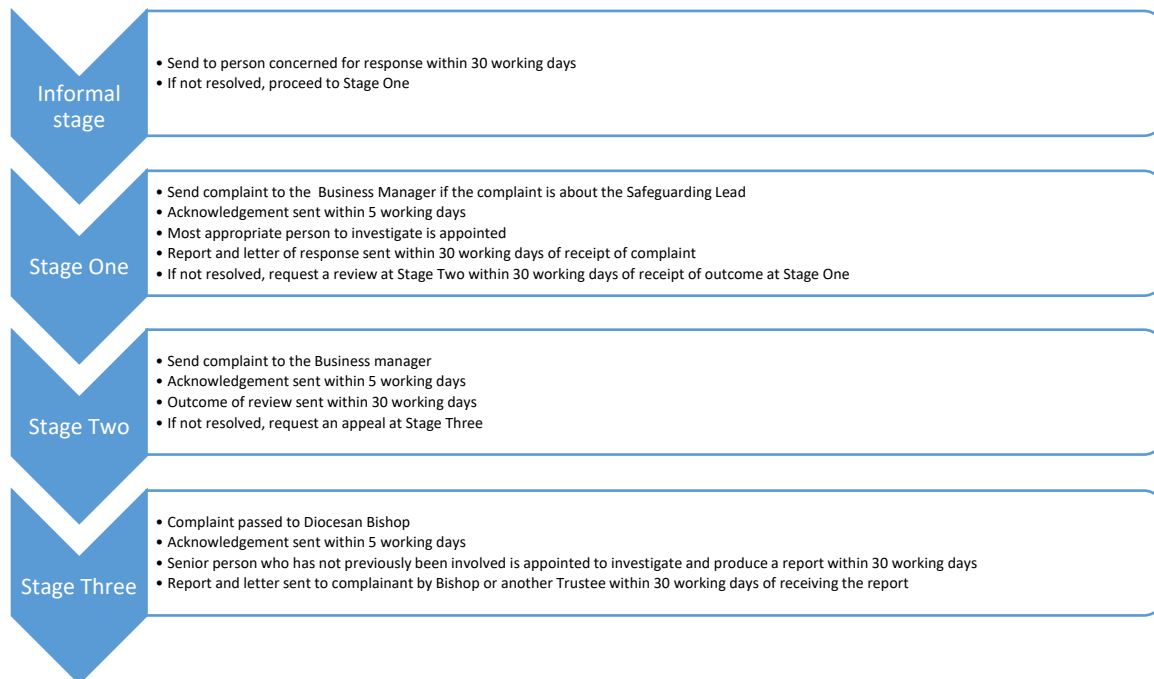
#### **Purpose of the Complaints Policy and Procedure**

The Diocese has adopted this Complaints Policy and Procedure to:

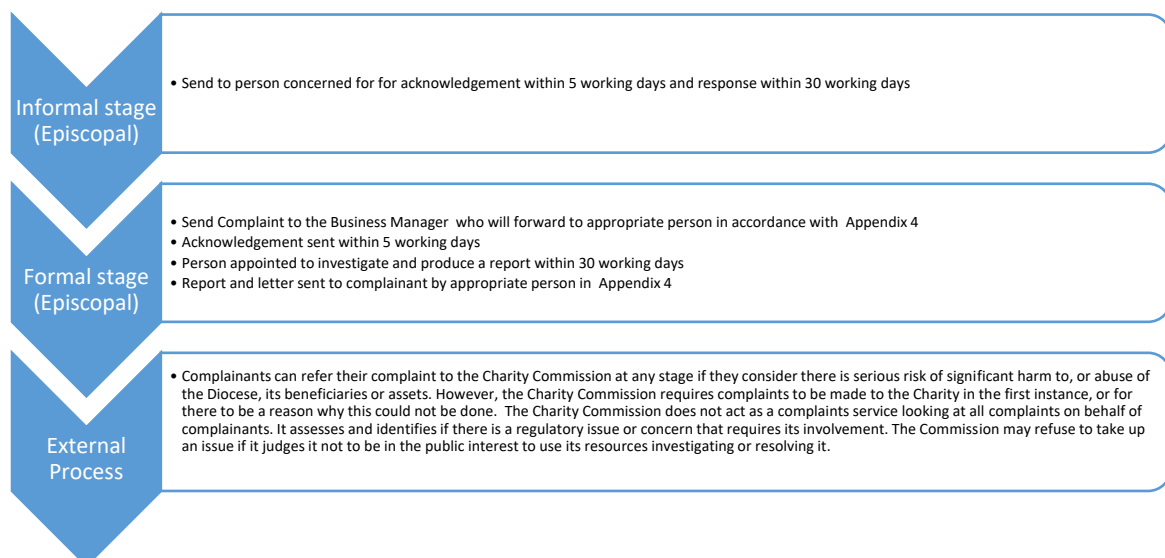
- provide a fair process which is clear and easy to use;
- work in a transparent and open way;
- encourage resolution of complaints by informal means wherever possible;
- offer recourse to the Business Manager \* if informal resolution cannot be achieved;
- ensure all complaints are investigated fairly, consistently and according to policy;
- ensure that explanations are provided, and solutions offered, where possible;
- ensure that wherever possible, there will be opportunities for relationships to be repaired; and gather, record, review and utilise information, to help us to improve service delivery.



## **Complaints Process:**



## **Complaints about Bishops**



More details can be found in Appendix \*



## **Scope**

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.

See what the Policy does not cover in appendix 2

## **Making a complaint**

- 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.
- Where necessary, reasonable adjustments can be made to vary the way in which complaints can be made, including face to face meetings.

A representative/advocate may complain on a person's behalf where that person:

- is a child;
- has requested the representative/advocate to act, as confirmed in writing to the diocese;
- lacks mental capacity, as assessed under the Mental Capacity Act 2005<sup>1</sup>;
- has appointed a person as a Lasting Power of Attorney (LPA) for health and welfare;
- has an appointed Independent Advocate; or
- has passed away.

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.

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.

The Diocese will not treat you less favourably than anyone else because of your:

- sex or legal marital or same-sex partnership status: this includes family status, responsibility for dependants, and gender (including gender reassignment, whether proposed, commenced or completed);
- sexual orientation;
- colour or race: this includes ethnic or national origin or nationality;
- disability;
- religious or political beliefs, or trade union affiliation; and
- any other unjustifiable factors, for example language difficulties, age, pregnancy, and maternity.

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<sup>1</sup> Lacks capacity to make a specific complaint.



Complaints can be made up to 12 months after the date on which the cause for complaint occurred or came to notice of the person wishing to complain. However, if following discussion between the safeguarding lead and the Business manager, 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.

Where a complaint about the provision of a safeguarding service in one Diocese is submitted to a different diocese, regardless of who is being complained about, the receiving Diocese will refer the complaint to the business manager of the diocese being complained about. The Business Manager will direct the complainant to the relevant person for response.

Complaints at any of the 3 stages can be made face to face, or in writing by post, by email or by telephone. Where a complaint is taken by telephone as record of the conversation will be made and sent to the complainant for agreement before any other steps have been taken.

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

Rebecca Garratt  
Bishops House, Sontley Road, Wrexham, LL13 7EW  
01978 262726  
[businessmanager@rcdwxm.org.uk](mailto:businessmanager@rcdwxm.org.uk)

**Requests to proceed to Stage 2 are to be addressed to:**

Mrs Wendy white, Director of Education  
C/O Bishops House, Sontley Road, Wrexham LL13 7EW  
07542 268719  
[education@rcdwxm.org.uk](mailto:education@rcdwxm.org.uk)

**Requests to proceed to Stage 3 are to be addressed to:**

Bishop Peter Brignall/ Board of Trustees  
C/O Bishops House, Sontley road, Wrexham LL13 7EW  
10978 262726  
[pa@rcdwxm.org.uk/chair.trustees@rcdwxm.org.uk](mailto:pa@rcdwxm.org.uk/chair.trustees@rcdwxm.org.uk)

**Withdrawal of a complaint**

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



### **Confidentiality**

All complaint information will be handled sensitively and in accordance with current confidentiality policy.

details of how your personal data may be processed by the diocese, are contained in the Diocesan Privacy Notice. This is available on the Diocesan Website.

breaches of confidentiality will be covered in the policy itself.

### **External process**

Complainants can refer their complaint to the Charity Commission **only** 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 done<sup>2</sup>. 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>.

### **Managing repeated complaints**

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.

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.

### **Abusive or threatening behaviour**

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.

In response to abusive or threatening behaviour towards 'diocesan personnel', the Bishop or the Chief Operating Officer will write to the complainant, explaining that their behaviour is unacceptable.

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<sup>2</sup> 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.



### **Serious incidents of violence or aggression**

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.

### **Variation of this Policy and Procedure**

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.

### **Monitoring and learning from complaints**

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.

### **Amendment of this Policy and Procedure**

The Diocese reserves the right to amend this Policy at its discretion.

### **Persistent, Serial and Vexatious Complaints**

This Complaints Policy serves to address genuine complaints. However, we are mindful that whilst this policy has been established in good faith, there can be rare occasions when complainants may wish to use our procedures inappropriately and/or in ways that are designed to cause distress, disruption, or nuisance.

Where complainants are persistent with their complaints despite having exhausted the stages set out in this policy, we reserve the right to refuse to engage in further correspondence or other communications with the complainant. In addition to refusing to deal with a persistent complainant, we reserve the right to reject a vexatious complaint.

- Vexatious complaints may be characterised as (but are not limited to) the following:
- complaints which are obsessive, persistent, harassing, prolific, repetitious;
- insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason;
- insistence upon pursuing meritorious complaints in an unreasonable manner;
- complaints which are designed to cause disruption or annoyance; and/or
- demands for redress that lack any serious purpose or value.



We will consider each complaint on a case by case basis before determining that it is vexatious. We will inform complainants if we believe their actions are in contravention of this policy and, if appropriate, give them an opportunity to change their conduct and/or the terms under which they seek to pursue their complaint.

We will be mindful of the following when deciding whether a complaint is vexatious and, if any of these features are present in an individual case, it will weigh more heavily in favour of deciding to refuse to engage any further with the complainant:

- communications through various means are often or consistently aggressive and abusive;
- insulting personal comments, aggression or threats to take action or cause harm are targeted against individuals; and/or
- there is clear reason to believe that the complainant is contacting us with the intention to cause disruption or inconvenience.

Where we have determined that a complaint, or an element of a complaint, is vexatious we will confirm that we are not dealing with the complaint on that basis and will set out the reason for our determination.

If a vexatious complainant persists with their allegations despite a determination having been made under this section of our Complaints Policy, the complainant may be engaging in a course of conduct that amounts to harassment. We reserve the right to refer such matters to the Police and/or our legal advisors in order to consider whether the provisions of the Protection from Harassment Act 1997 have been triggered and/or there has been any other contravention of the law.

Responsible officer	<b>Mary Rowlands</b>		
Date first approved by Trustees	<b>16<sup>th</sup> March 2021</b>		
First Review date	<b>December 2023</b>		
Next review date	<b>December 2026</b>		
Author	<b>Mary Rowlands</b>		



## **Appendix 1 – Definition of Terms:**

### **Definitions**

- “A complaint” - an expression of dissatisfaction, disquiet, or a concern, about how a safeguarding service has been delivered.
- “ Business Manager” – A role that is responsible for directing the implementation of the Diocesan Trustees’ Strategy.
- “(the) Diocese” refers to the Diocese of Wrexham including its constituent Parishes
- “Diocesan Bishop” – The person in pastoral charge of a diocese.
- “Episcopal Vicar” for Safeguarding – a priest who is appointed to provide pastoral care and to represent the Diocesan Bishop in an area or activity of the diocese.
- “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.
- “Metropolitan Archbishop” – a Bishop who has a number of suffragan dioceses in a Province.
- “Person concerned” – the person being complained about, or that the complainant is unhappy with in respect of delivery of the safeguarding service.
- “Safeguarding Lead” – the most senior lay role in the Safeguarding Department e.g. Safeguarding Coordinator.
- “Senior Auxiliary Bishop” – the most senior assistant Bishop to the Diocesan Bishop.

## **Appendix 2 – Exclusions from the policy:**

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 (Diocese to specify which role) 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.

### **Appendix 3 – Details of stages of Complaint**

#### **Stages of the complaints process**

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.

The stages of the complaints process are illustrated, with timings, in the policy and described in more detail below.

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 done<sup>3</sup>.

#### **Informal Stage**

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 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.

#### **Formal Stage**



There are three stages to the formal safeguarding service complaints procedure<sup>4</sup>.

### Stage 1

Complaints about the Safeguarding Lead are to be sent to the Business Manager who will allocate the investigation to somebody who is suitably experienced in handling complaints, outside the safeguarding department ('other appointed person').

All other complaints about safeguarding services or personnel are to be sent to the diocesan Head of HR (or other title to be added), 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 their line manager, allocate an appropriate person to investigate, outside the safeguarding department ('other appointed person').

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.

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.

The complainant will be assured that they will be listened to.

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

The complainant will be given a copy of the Diocesan Privacy Notice and informed that their identity<sup>5</sup> 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.

The complainant will be advised who will provide them with updates or give feedback on the process as it is underway.

Details of the complaint will be shared with the person being complained about (respondent), so that they can make a response to the person investigating the complaint. A copy of the record will be provided to the respondent to allow them to confirm accuracy.

After an investigation has taken place, the appointed person will decide as to whether the complaint is upheld.

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<sup>4</sup> 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 Safeguarding Lead and Episcopal Vicar for Safeguarding (Diocese to specify which roles if not the Episcopal Vicar), unless the complaint relates to the Safeguarding Lead, and then the discussion will take place between the Chief Operating Officer and the Episcopal Vicar for Safeguarding.

<sup>5</sup> unless the complainant objects and the person responding believes that, in the specific circumstances, their objection should be sustained.



A written report will be produced using clear, comprehensible language and neutral tone. The report will:

- 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 (having regard to the resolution that is being sought by the complainant); and
- 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.

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 complaints 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 done<sup>6</sup>.

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.

### Stage 2 – Review

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 Business Manager within 30 working

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<sup>6</sup> 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.



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.

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 Business Manager at Stage 2.

The Business Manager 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.

The letter from the Business Manager must be 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 complaints 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 done<sup>7</sup>.

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.

### Stage 3 – Appeal – Final Stage

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<sup>7</sup> 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.



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.

At this stage, any complaint will be passed to the Diocesan Bishop, who may review the matter himself, or nominate another Trustee to undertake the review.

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.

Complaints will be acknowledged by the Bishop 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.

The Bishop 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.

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.

If necessary<sup>8</sup>, in the judgement of (specify – e.g. the Board of Trustees, or the Diocesan Bishop or the senior Auxiliary Bishop or the nominated Trustee), the Bishop 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.

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.

The report by the senior person or the Independent Investigator, written using clear, comprehensible language and neutral tone, is to:

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<sup>8</sup> For example, this may be to ensure lack of bias, or because there is nobody that can be appointed internally.



- 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;
- 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.

Within 30 days of receiving the senior person's or Independent Investigator's report, the Diocesan Bishop 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 Bishop or Board of Trustee setting out the diocese's views, actions and comments.

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

The letter from the Diocesan Bishop 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.



## **Appendix 4 Complaints in relation to Bishops**

### **Informal stage (Episcopal)**

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.

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.

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

### **Formal Stage (Episcopal)**

If the complainant is unhappy with the response of the subject of the complaint, they can forward the complaint to the Business Manager 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 Business Manager 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.

The Business Manager 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.



The receiving Metropolitan Archbishop or Bishop will appoint a Bishop or Priest (or Diocese to specify) from outside of the diocese of the Bishop being complained about who is of sufficient seniority to investigate the complaint.

The investigator will provide a report, to the receiving Metropolitan Archbishop or Bishop.

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 done

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.

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