

Complaints Policy and Procedure

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Date:	November 2020
Version:	1

Company Name:	Dunbar Education
Policy Name:	Complaint's Policy and Procedure
Date:	17 th November 2020

Complaints Policy

Dunbar Education is committed to providing a high-level service to our customers. If you do not receive satisfaction from us, we need you to tell us about it. This will help us to improve our standards.

Complaints Procedure

If you have a complaint, please contact Matt Brown, Director by phone 020 8004 3210 in the first instance so that we can try to resolve your complaint informally.

At this stage if you are not satisfied please contact Matt Brown, Director. You can write to him at:

Dunbar Education
 Studio L1A
 292 Witan Studios
 Witan Gate West
 Central Milton Keynes
 MK9 1EJ

Next steps

1. We will send you a letter acknowledging your complaint and asking you to confirm or explain the details set out. We will also let you know the name of the person who will be dealing with your complaint. You can expect to receive our letter within 5-7 days of us receiving your complaint.

2. We will record your complaint in our central register within a day of having received it.
3. We will acknowledge your reply to our acknowledgment letter and confirm what will happen next. You can expect to receive our acknowledgement letter within 5-7 days of your reply.
4. We will then start to investigate your complaint. This will normally involve the following steps:
 - We may ask the member of staff who dealt with you to reply to your complaint within 5 days of our request.
 - We will then examine the member of staff's reply and the information you have provided for us. If necessary, we may ask you to speak to them. This will take up to 4 days from receiving their reply.
5. Matt will then invite you to meet them, either in person or virtually, to discuss and hopefully resolve your complaint. He will do this within 7 days of the end of our investigation.
6. Within 2 days of the meeting Matt will write to you to confirm what took place and any solutions he has agreed with you.
 - If you do not want a meeting or it is not possible, Matt will send you a detailed reply to your complaint. This will include his suggestions for resolving the matter. He will do this within 5 days of completing his investigation.
7. At this stage, if you are still not satisfied you can write to the REC, our trade association of which we are a member marked for the attention of the Consultancy and Compliance Team, REC, Dorset House, 1st Floor, 27 – 45 Stamford Street, London, SE1 9NT.

If we have to change any of the time scales above, we will let you know and explain why.

NOTE: In any event, we will comply with any statutory procedures that may relate to your complaint.