



## **Concerns and Complaints Policy**

**icandance** welcomes communication from children, young people, parents and carers, staff and volunteers.

**icandance** strives to provide high quality services which meet the needs of the participants, their families, the staff and volunteers.

In order to ensure our services remain at a high and improving standard, we have a procedure through which you can let us know, for any reason, if you are not satisfied with your dealings with the charity.

### **Complaints Procedure**

When you have a complaint these are the steps to follow:

1. Speak directly to the Charity Manager or Principal. We will do our best to address the matter within 7 days. If the matter is to be addressed with Trustees this may take longer.
2. If the complaint is not resolved or involves either the Charity Manager or Principal the complaint should be addressed to the Board of Trustees. This should be done in writing to the following address: Mr. J de Kok (Chair of Trustees), 707 High Road, London N12 0BH.
3. The Board of Trustees will respond to your complaint within 14 days in writing. There may be a period of time required for investigation which the Trustees would confirm with you when initially replying to your complaint. The Chair of the Trustees together with an additional neutral Trustee will investigate the matter. We aim to resolve all complaints quickly, and to keep you informed throughout the process. You will receive a full written response usually within six weeks; if there will be any further delay, you will be informed. This letter will include information on what to do if you are still dissatisfied.
4. All matters will be dealt with in a confidential, respectful and timely manner.

### **Reviewed and amended on the 5<sup>th</sup> July 2013**

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