

Complaints Procedure

HBS Revolutions is committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality service for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

Usually it should be possible to resolve the problem as soon as they occur. If not the parent/carer should follow the complaints procedure set out below. Under normal circumstances the club coach in charge of the session will be responsible for managing complaints.

Stage 1:

- If a parent/carer has a complaint about some aspect of the clubs activity, or about the conduct of an individual member of staff. It will often be possible to resolve the problem simply by speaking to the individual concerned and/or the club coach in charge of the session. The club is committed to open and regular dialogue with parents/carers and welcomes all comments on its services regardless of whether they are positive or negative. Please try to make any complaints at an appropriate time (i.e. end of session/change over time).
- If satisfactory resolution cannot be found then stage two of the procedure will come into operation.

Stage 2:

- If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, parents/carers should put their complaint in writing, to the head coach. Relevant names, date, evidence and any other important information on the nature of the complaint should also be included.
- The head coach will acknowledge receipt of the complaint as soon as possible and fully investigate the matter within 15 working days. If there is any delay then the head coach will advise the parent/carer of the reason. The head coach will keep you up to date with what is happening and will give a full reply.
- If you are not satisfied with the outcome you can ask the head coach to refer the matter to the club management.

Stage 3:

- The head coach will refer the complaint and response to club management. The club management will investigate the complaint together with response at a specially convened meeting.
- The club management will acknowledge receipt of the complaints as soon as possible and fully investigate the matter within 15 working days. If there is any delay the club management will advise the parent/carer of the reason. The club management will keep you up to date with what is happening and will give a full reply.
- The response will be copied to staff members concerned with recommendations for any actions to be taken and any amendments to club policies or procedures emerging from the investigation.
- The school Business Manager will send a reply within four weeks outlining how the complaint was investigated detailing the outcome.
- If you are not satisfied with the outcome, you can raise the complaint to British Gymnastics.