



Making a complaint

Children, Young People & Families

Our commitment to you

We try very hard to provide a good service to children, young people and their families. We recognise that we occasionally get things wrong.

We take all concerns and complaints seriously. Your feedback will help us to deal with mistakes faster and learn how we can do things better another time.

When should you make a complaint?

If you have a problem with the way we provide a service and it can't be put right at the time, you can make a complaint.

Who can raise a complaint?

Anyone who uses Mentoring Plus services can make a complaint, including children, young people and families.

How do you complain?

Each child, young person and family has a specific **practitioner** at Mentoring Plus. This is the first person you should contact with any complaint.

Each part of our charity has a Senior Practitioner who is responsible for how it runs. You may prefer to take your complaint to the Senior Practitioner for your project – details below.

You might find the form at the end useful to think about what you want to say.

Kev Long, Head of Practice
kev.long@mentoringplus.net

07808 037875

Humphrey Pain, Primary Mentoring Manager
humphrey.pain@mentoringplus.net

07714 254017

Helen Goodchild, Senior Practitioner, 11-25 Volunteer Mentoring
helen.goodchild@mentoringplus.net

07749 431802

Karen George, Senior Practitioner, Student & Family Support (SAFS)
karen.george@mentoringplus.net

07525 126579

Meg Ely, Senior Practitioner, Professional Mentoring
meg.ely@mentoringplus.net

07701 303449

If you wanted to post your complaint please send it to:

Mentoring Plus, Riverside Youth Hub, York Place, Bath BA1 6AE

If you can't contact your practitioner / senior practitioner, or are unhappy with their support, please contact our Head of Practice or Chief Executive Officer:

Kev Long, Head of Practice
kev.long@mentoringplus.net

07808 037875

Ruth Keily, CEO
ruth.keily@mentoringplus.net

01225 429694

Our 11-25 Volunteer Mentoring project and our SAFS project are monitored by commissioning officers for Bath & NE Somerset Council. If your complaint is about one of these projects and you cannot resolve it with our staff, you can contact the relevant B&NES Commissioning Officer:

11+ Volunteer Mentoring: Ellie Weyman
ellie_weyman@bathnes.gov.uk

SAFS: Olwyn Donnelly
olwyn_donnelly@bathnes.gov.uk

What will happen after you complain?

We will let you know we've received your complaint within two working days. We hope to have answered your complaint within 10 working days.

We will try to not to tell other people about the complaint if it's not necessary. Sometimes there may be occasions when we cannot keep your complaint secret, especially where someone may be at risk of harm. If we do have tell other people about the complaint we will let you know.

We will keep records of your complaint and what we do to resolve it. We handle all personal information in line with the Data Protection Act.

Further help with making your complaint

If you would like any help to make your complaint, please contact your practitioner as given above.

Last reviewed: August 2022
Next review: July 2023



Mentoring Plus

Complaint Reporting Form

You might find this form useful to report your complaint

A) Your details

Surname:	<input type="text"/>	Forename:	<input type="text"/>	DoB:	<input type="text"/>
Current Residential Address:	<input type="text"/>			Tel:	<input type="text"/>
Email:	<input type="text"/>				
Relationship to Mentoring Plus:	<input type="text"/>				

B) Your complaint:

Name of person(s) who the complaint is being made against:	<input type="text"/>
Relationship of this person(s) to Mentoring Plus:	<input type="text"/>
Date/time of the incident (s):	<input type="text"/>
Is this problem still going on?	<input type="text"/>
Is a child/young person involved?	<input type="text"/>
Description of the problem(s): <u>Please give clear details to help us understand and deal with your complaint. If someone has said something, please tell us their exact words.</u> <u>Continue overleaf if necessary.</u>	<input type="text"/>
Were witnesses present at the incident(s)?	<input type="text"/>
Name of witness(es) present at incident(s):	<input type="text"/>