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Charlotte James Nursing Home

Complaints Policy

# Charlotte James Nursing Home Complaints Policy

# Full Version

# 1. Objectives

 To improve the quality of the Service User's experience.

To ensure that all complaints and suggestions are promptly addressed, resolved and shared within the agreed timescales to ensure that lessons are learned and that the learning improves service quality and delivery.

#  2. Policy

## Complaints

Charlotte James Care Home understands complaints to be an expression of dissatisfaction requiring a response, communicated verbally, electronically, or in writing. Complaints may be made by any Service User, their family or advocate acting on their behalf, with their consent or in their best interests

Charlotte James Care Home takes complaints seriously. We will aim to put things right that have gone wrong and learn lessons to avoid the problem happening again. This policy sets out the framework for how Charlotte James Care Home will achieve this. The detail of how Charlotte James Care Home will do this will be found in the associated procedures

Charlotte James Care Home will comply with legislation, national guidelines, regulation and best practice when managing complaints and suggestions. A systematic approach will be taken with all aspects of complaints and suggestions

Complaints made or concerns raised by staff will be addressed via the grievance process if the complaint or concern relates to them individually, or via the Whistleblowing procedure where a protected disclosure is made

Charlotte James Care Home understands its statutory obligations in respect of the Duty of Candour and will ensure it follows the agreed policy and procedure

Charlotte James Care Home will ensure that its complaints and compliments process is fair and transparent and does not discriminate directly or indirectly because of the following:

Age

Being or becoming a transgender person Being married or in a civil partnership Being pregnant or on maternity leave Disability

Race including colour, nationality, ethnic or national origin Religion, belief or lack of religion/belief

Sex

Sexual orientation

The complainant will feel free to complain without fear of reprisal and will be treated with courtesy, respect and compassion. Charlotte James Care Home will ensure that the

process for how to make a complaint and the feedback given to the complainant are provided in a way that meets the Accessible Information Standard and are in a format that the Service User can understand.

## Seeking Views and Engaging with Service Users

Charlotte James Care Home will seek out opportunities to obtain feedback from Service Users and stakeholders. Charlotte James Care Home will act with sensitivity, integrity and professionalism by treating individuals who do complain or make a suggestion with compassion, courtesy and respect. Charlotte James Care Home will protect the Service User's right to confidentiality. Charlotte James Care Home will ensure that alternative methods of communication are available so that the complaints and suggestions procedures are accessible for Service Users who experience difficulties with communication or whose first language is not English.

Staff will undertake training on how to manage complaints in line with their roles and responsibilities.

Charlotte James Care Home understands that it can be difficult to separate a complaint from a concern and, therefore, Charlotte James Care Home will follow this policy when there is any dissatisfaction with the service.

A full record will be held of all complaints received regardless of the level of seriousness and means of communication. This approach allows an open and transparent culture around raising concerns in the earliest stage to allow resolution. A record of the complaint will also be held in the Service User's care file and will be reported in line with contractual or regulatory requirements.

## Safeguarding Concerns

Where a complaint or concern is raised that relates to the Service User being harmed or likely to be harmed, Charlotte James Care Home will follow its Safeguarding Policy and Procedures in addition to the complaints procedures, seeking advice and guidance from the Staffordshire County Council Safeguarding Adults Team and escalating concerns in line with Staffordshire County Council procedure. Charlotte James Care Home will also notify the CQC in line with its statutory duty.

## Roles and Responsibilities All Staff

It is acknowledged that all staff working within Charlotte James Care Home may be presented with an individual wishing to raise a concern or complaint at any time. Therefore, staff need to be able to manage this in a sensitive, structured and timely manner. In order to do this, staff will:

Be trained on induction and as a routine measure to ensure knowledge is embedded and refreshed around the complaints procedure

Have access to the complaints procedure

Be provided with the opportunity to reflect and learn from complaints as a means of developing and driving quality care

Appreciate that any feedback from Service Users or their representatives that is of concern needs immediate resolution, where possible, to their satisfaction. Care Plans will be updated to reflect the planned changes to care and Mrs Jessica Piper informed of the feedback. Failing to do this may result in a complaint

Be clearly advised that, when presented with a complaint, swift escalation to management is necessary and that purposefully withholding or concealing concerns expressed by Service Users or their representatives may lead to disciplinary action.

## Management Team at Charlotte James Care Home

The management team at Charlotte James Care Home is responsible for ensuring compliance with this policy, regulations, improvement planning and for having arrangements in place to provide relevant reports and information regarding complaints

Mrs Jessica Piper is the main point of contact for the receipt, investigation and management of complaints within Charlotte James Care Home. However, this may be delegated to a senior member of staff within Charlotte James Care Home who holds the experience, knowledge and competence to investigate and manage complaints

Charlotte James Care Home will ensure the procedure for raising a complaint is accessible and displayed prominently in Charlotte James Care Home, on the website of Charlotte James Care Home and in Service User information and guides.

Alternative languages and formats will be available on request

## Compliments and Suggestions

Charlotte James Care Home welcomes compliments and suggestions and recognises their importance in celebrating and recognising the success of its service and opportunities for improvement. We will engage with a wide range of stakeholders in addition to Service Users to support service development and improvement. We will share feedback with our staff.

## One Complaint, One Response

Charlotte James Care Home will follow the Local Government and Social Care Ombudsman best practice (a link to which can be found in the Underpinning Knowledge section of this policy) and, where Service Users are receiving services from more than one organisation, it will ensure they can make a complaint to anyone and be provided with a single response following a joint investigation.

#  Procedure

## Raising Complaints

A complaint can be received by Charlotte James Care Home either verbally or in writing and can be made by:

Service Users

Someone acting on behalf of the Service User and with their written consent, e.g. an advocate, relative, Member of Parliament

Someone acting on behalf of the Service User who is unable to represent his or her own interests, provided this does not conflict with the Service User’s right to confidentiality or a previously expressed wish of the Service User

Charlotte James Care Home will ensure that Service Users are given information on how to make a complaint and the process once a complaint has been made, including any agreed timescales.

## Time Limits for Submitting a Complaint

Complaints should be submitted within 12 months of the incident or concern arising. The time limit, however, can and should be waived, if:

It is still practical and possible to investigate the complaint (the records still exist and the individuals concerned are still available to be questioned, etc.) and

The complainant can demonstrate reasonable cause for delay in making the complaint

It is at the discretion of the manager of the service if the time limit can be set aside.

## Complaints Procedure:

**Step 1**

When a complaint is raised to staff, staff will make an effort to resolve it immediately to the satisfaction of the complainant.

## Step 2

Staff will apologies for the fact that there was the need to complain in the first instance and explain the complaints process as described in the procedure steps.

## Step 3

Staff will report the complaint to the most senior member of staff on duty and the complaint will be logged. If the complaint relates to that individual, the staff member will report the complaint to the member of staff who is next in line in seniority.

## Step 4

If a complaint is formal they a letter via email or paper will be received to acknowledge your complaint. Charlotte James Care Home will have a local system in place to manage out-of-hours and weekend complaints received.

The acknowledgement for a formal complaint will include:

An invitation to meet and discuss the complaint Who will be investigating the complaint

How the investigation will be handled - the response should state what the investigation will be focused on

A time limit for the investigation to be concluded. This should be 28 days. However, some cases may take longer and the complainant will be made aware of this

The complaints procedure and contact details of bodies that can be accessed in the event of dissatisfaction with the outcome of the investigation

## Step 5

Following a full investigation, a response letter will be sent and this will include the following:

A summary of the issue from the complainant’s point of view

Details of the evidence and sources consulted in order to investigate the issue fully and fairly

A presentation of the findings for each issue clearly and concisely described

A conclusion, stating clearly whether the issue is 'upheld', 'partially upheld' or 'not upheld'; unless it is ineligible, in which case the reason for this will be given, e.g. out of time or out of jurisdiction

An explanation of the outcome and whether any remedial action or learning points arise from the investigation of that issue

An apology where the issue is upheld and shortcomings or failings have been found

The complainant's rights if not satisfied with the outcome to refer to The Local Government and Social Care Ombudsman

A signature from the responsible individual or sent by email in their name

## Step 6

The complaint will be closed once confirmation has been received that there is satisfaction with the outcome. In the event of dissatisfaction, Charlotte James Care Home will support the complainant to access further support. (Refer to section 5.6.)

## The Complaints Log

A record will be held of all complaints raised and contain the following information: Each complaint received

Subject matter and outcome

Details of any reason for delay where investigations took longer than the agreed response period

The date the report of outcome was sent to the complainant

Where complaints relate to a particular Service User, a copy of the complaint will be held in their care records so that the Service User can reflect on the recommendations.

Where complaints are raised by telephone, the log will include the date and time of the call and this will be followed up with written confirmation of the areas discussed.

Where a complaint indicates the potential abuse of Service Users, safeguarding policies will be followed as per local authority expectation and necessary notifications made to the regulatory body. Where care is commissioned by Staffordshire County Council, their reporting procedure for notifying them of complaints will be followed.

Where complaints are to be shared as part of learning, the complaint will be anonymised so there is no identifiable Service User information, in line with UK GDPR and data protection law.

## Investigations

All investigations will be managed by using the following approach: Investigating the fact

Assessing evidence Review of records Interviewing those involved

Where necessary, advice and support will be sourced via senior managers within the organization. The complaint must be investigated by a member of staff with the knowledge, experience and seniority to undertake the investigation robustly.

Confidentiality of information will be considered at all times and staff will adhere to the confidentiality policies and relevant codes of practice.

If an investigation of a complaint results in disciplinary action against staff within Charlotte James Care Home, the complaint will continue to its conclusion. The complainant will be informed that the investigation has led to the disciplinary process, but the details of the outcome or ongoing investigation will remain confidential.

## One Complaint, One Response

Where more than one organisation is involved in the Service User's care, they, or their representative, will be able to complain to any of them and Charlotte James Care Home

will contact the other organisations, carry out a joint investigation and provide a single joint response. Service Users must not have to contact each organisation separately.

If someone complains and Charlotte James Care Home is not responsible for the care or service complained about, rather than turning the complainant away, Charlotte James Care Home will share the concerns with the correct organisation(s). It will be necessary to obtain the individual’s permission to do this. If the person prefers that their complaint is not shared with another organisation (or organisations), Charlotte James Care Home will signpost them to the right organisation instead and provide the person with their contact details.

Charlotte James Care Home will follow Local Government Ombudsman (LGO) guidance for managing this.

## Who is Responsible for Complaint Resolution at Charlotte James Care Home?

All efforts will be made by Mrs Jessica Piper to resolve all complaints within Charlotte James Care Home. If a particular Service User does not wish to raise a complaint directly to management within Charlotte James Care Home, in the first instance, staff will try and sensitively establish their reasons why and aim to resolve and address any concerns that present.

Charlotte James Care Home recognises the importance of Service Users being able to speak freely and raise a concern or complaint regarding anyone in the organisation, including the Registered Manager. Service Users are provided with information relating to who to contact in the event that this is necessary.

## Please see the Complaint Procedure for Service Users in the Forms section.

**Anonymous Complaints**

Anonymous complaints will be investigated in the same way as named complaints. They will be logged and any corrective action necessary will be taken and also logged.

## Unresolved Complaints

In the event that the Service User feels that their complaint is unresolved, there are many bodies that can support or will need to be informed to assist with this:

## The Care Quality Commission

The Care Quality Commission will not investigate complaints on behalf of individuals but does like to be informed of any concerns regarding a care provider, such as poor care that has been seen or experienced. Information given to the CQC will help to prevent others from going through the same experience and can be fed back via:

Website [www.cqc.org.uk](http://www.cqc.org.uk/) Email enquiries@cqc.org.uk

Address: Care Quality Commission (CQC) National Correspondence

Citygate, Gallowgate Newcastle upon Tyne NE1 4PA Tel: 03000 616161

Fax: 03000 616171

## The Local Government and Social Care Ombudsman (for those Service Users that are funded by local authority-funded social services care or self-funded)

Individuals have the right to raise their complaint with the Local Government and Social Care Ombudsman. This is a free service and individuals can contact their Local

Government and Social Care Ombudsman via:

The Local Government and Social Care Ombudsman PO Box 4771

Coventry CV4 0EH Tel: 0300 061 0614

Email: advice@lgo.org.uk Website: https://[www.lgo.org.uk/](http://www.lgo.org.uk/)

Complaint form: https://[www.lgo.org.uk/complaint-form](http://www.lgo.org.uk/complaint-form)

## Self-Funded Care

The Local Government Ombudsman (LGO) may investigate complaints from people who arrange their own care. Self-funders will have the right to complain to an independent and impartial Ombudsman.

Individuals must be advised that the Local Government and Social Care Ombudsman will not investigate the complaint until the provider has had the opportunity to respond and resolve the matter in the first instance.

## Parliamentary and Health Service Ombudsman (for Service Users that are NHS funded)

Individuals have the right to raise a concern about a service that is NHS funded. This is a free service and individuals can make contact via:

Telephone 0345 0154033

Email phso.enquiries@ombudsman.org.uk Website [www.ombudsman.org.uk](http://www.ombudsman.org.uk/)

Address: Parliamentary and Health Service Ombudsman, Millbank Tower, 30 Millbank, Westminster, London, SW1P 4QP

Mrs Jessica Piper can also signpost individuals to Healthwatch and the local Independent Complaints Advocacy Service (ICAS).

## Integrated Care Systems

Individuals can make a complaint about a health service they are receiving or have received and can discuss this with the commissioner of the service.

## Local Authority Complaints Teams

Individuals have the right to raise concerns and complaints about adult social care regardless of whether or not they pay for their own care or if the Council funds it. Individuals can make a complaint about organisations that provide services on the Council's behalf. The contact details for the Local Authority Complaints Team are:

Local Authority Complaints Team

## Professional Bodies

If a complaint involves the serious misconduct of a healthcare professional, their relevant professional body can be informed and this is determined on an individual case basis in discussion with the Registered Manager.

For any external bodies managing complaints, Charlotte James Care Home will work with the external body providing information as requested, within any agreed timescales

expected.

Decisions to raise complaints outside of Charlotte James Care Home will be fully respected and the Service User will be supported to raise their complaint with the commissioner of the service or to seek the support of an independent advocate or representative. Staff can also refer to section 5.6 for a further list of organisations that can be accessed.

Service Users can also be signposted to Citizens Advice guidance.

## Vexatious Complaints

Occasionally, Charlotte James Care Home may receive complaints that are vexatious in that they cause considerable disruption to the work at Charlotte James Care Home, disproportionate cost and time to handle, and impact the wellbeing of staff (because of the way the complaint is made or because of its repetitive nature).

Charlotte James Care Home will ensure that it meets the requirements of the Equality Act 2010 to make ‘reasonable adjustments’ for disabled Service Users. In some circumstances, Service Users may have a disability that makes it difficult for them to either express themselves or communicate clearly and/or appropriately. Where there is an indication that this may be the case, Charlotte James Care Home will consider the needs and circumstances of the Service User or complainant in the first instance and use this information to inform any decisions that are made.

Where appropriate, Charlotte James Care Home will consider complaints to be vexatious, but would not label an individual complainant as vexatious. Even if Charlotte James Care Home decides that an individual’s complaint about the service is vexatious, that does not preclude that person from making a formal complaint. Charlotte James Care Home would still consider any such complaints in line with the usual procedures, as outlined in this policy.

To help decide whether a complaint is vexatious Charlotte James Care Home will consider the full history and context of interactions with the individual making the complaint, and will look at both the nature of the complaint and the manner in which it is made. The particular issues that will inform a decision will include whether:

The primary purpose and/or effect of the complaint is to disturb, disrupt and or/pressurise Charlotte James Care Home, its staff or an individual member of staff

The primary purpose and/or effect of the manner in which the complaint is made is to disturb, disrupt and or/pressurise the Charlotte James Care Home, its staff or an individual member of staff

The complaint is otherwise clearly unreasonable

If at any point in the handling of a complaint a member of staff believes it meets the criteria to be deemed vexatious, it must be referred to the Registered Manager with a summary of why it is thought to be vexatious.

Mrs Jessica Piper will consider the complaint, seek external advice if appropriate, and will either declare the complaint as being vexatious or not. Where a complaint is not deemed to be vexatious it will be returned to the appropriate point in the complaints handling process.

If a complaint is deemed to be vexatious, the Registered Manager will respond directly to the complainant explaining why it is thought to be so and will explain that the complaint will be closed with no further action. The Registered Manager will also consider if the making of a vexatious complaint also requires the application of a restriction on communication following unreasonable behavior.

The decision to declare a complaint as vexatious will be recorded in the complaints register for future reference.

Any declaration that refers to the specific complaint being vexatious and any further complaints from the same individual will still be considered.

If any individual wishes to challenge a decision made in relation to this policy, and all attempts to resolve the complaint locally have been unsuccessful, details of the Complaints Team of Staffordshire County Council and Parliamentary and Health Service Ombudsman (PHSO) will be shared with the complainant.

## Compliments

Receiving compliments is an opportunity to celebrate and recognise success. Charlotte James Care Home will ensure that:

All compliments are shared with staff and displayed in a public area to highlight good practice

Compliments are anonymised or permission is sought before displaying them The number of compliments received is logged as part of a quality assurance

programme

Verbal, positive feedback from Service Users and relatives is also deemed a compliment and will be recorded and shared with colleagues

Compliments form a core agenda item at staff, Service User and relative meetings

## Suggestions

Suggestions can be made verbally or in writing and generally are in response to seeking a means of changing practice for the better.

Suggestions are not complaints, but in some circumstances, if they are not considered or actioned, they could lead to a complaint

When suggestions are raised in meetings or as part of a conversation, these will be documented and then outcomes of such suggestions recorded to show consideration

Staff will be encouraged to share their suggestions, or suggestions received by relatives and Service Users, with Mrs Jessica Piper

Mrs Jessica Piper will consider implementing a suggestions system to encourage comments from Service Users, staff and visitors

## Audit and Evaluation

Charlotte James Care Home will monitor, review and analyse all information received about the service as a means of continuously reviewing performance, quality and safety.

Charlotte James Care Home will also:

Share themes and trends with Care Workers working for Charlotte James Care Home

Ensure that staff are trained to deal with complaints and understand the procedure for managing complaint.

#  Definitions

## Compliment

A compliment is an expression of satisfaction about a service the Service User has received

Compliments are positive feedback that can be received verbally or in writing and can include expressions of praise, admiration, congratulation and encouragement

## Complaint

A complaint is an expression of dissatisfaction, disappointment or discontent. This could be in response to an act of omission, decision or act

Complaints can be made in various ways and include:

Verbally Electronically

Local feedback channels Writing

## Self-Funded Care

Self-funded care is defined as care that is paid for entirely by the person receiving

it

## Vexatious Complaint

A vexatious complaint is one that is pursued, regardless of its merits, solely to harass, annoy or subdue somebody; something that is unreasonable, without foundation, frivolous, repetitive, burdensome or unwarranted

#  Key Facts - Professionals

Professionals providing this service should be aware of the following:

Any feedback received from Service Users or their representatives can influence positive change and quality delivery of care and must be discussed with the manager

The receipt of complaints, suggestions and compliments is everyone's responsibility and therefore staff will know what to say and how to respond. Staff need to be able to promote an open, honest and transparent service to encourage people to feel able to feedback and raise concerns

Staff will be involved in quality improvement planning in response to themes from both compliments and complaints received by the service. Compliments will be recognised and celebrated and staff will be supported during any complaints investigations

#  Key Facts - People Affected by The Service

People affected by this service should be aware of the following:

The process for you to raise a concern, make a suggestion or give a compliment will be simple and you will feel listened to and understood

Your concerns, suggestions and compliments will make a positive difference to future care at Charlotte James Care Home

You have the right to feel confident to raise a concern, make a suggestion or give a compliment

#  Further Reading

## LGO - Resources for Care Providers - For example, letter templates:

<https://www.lgo.org.uk/adult-social-care/resources-for-care-providers>

## Parliamentary and Health Service Ombudsman - Principles of Good Complaint Handling:

<https://www.ombudsman.org.uk/about-us/our-principles/principles-good-complaint-handling> **Care Quality Commission - Complaints Matter Report 2014:** <https://www.cqc.org.uk/sites/default/files/20141208_complaints_matter_report.pdf>

## Local Government and Social Care Ombudsman (2019) - Caring about complaints - Lessons from our independent care provider investigations:

[https://www.lgo.org.uk/information-centre/news/2019/mar/ombudsman-issues-good- practice-guide-for-care-providers](https://www.lgo.org.uk/information-centre/news/2019/mar/ombudsman-issues-good-practice-guide-for-care-providers)

## NHS England - What are integrated care systems?

<https://www.england.nhs.uk/integratedcare/what-is-integrated-care/#ccg-e>

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**Complaints Policy Appendix for the service user guide**

**Charlotte James Complaints**

We always aim to provide a high standard of care in all our services.

Our Service Users’ views are important to us and help to ensure our services are consistently meeting people’s needs. If you are unhappy with any of our services, it is important that you let us know.

If a complaint alerts us to possible abuse or neglect, we will tell the Local Authority’s Adult Safeguarding Team. The Safeguarding Team will decide how to investigate and monitor outcomes.

## Making a Suggestion

Often people feel more comfortable suggesting improvements than complaining formally. Suggestions can be made by anyone receiving services, or their friends/family. To make a suggestion you can:

Speak to the Manager or their Deputy

Utilise available comments or suggestion boxes if you would rather make your suggestion that way

If the suggestion is something that Charlotte James Care Home as a company needs to consider you can send it to:

Registered Manager Charlotte James Care Home

Shobnall Road Burton upon Trent Staffordshire DE14 2BB

01283 569417

## Making a Complaint

We aim to handle complaints quickly, effectively and in a fair and honest way. We take all complaints seriously and use valuable information from investigating to help us improve the service we provide. We treat all complaints in confidence.

Charlotte James Care Home assures Service Users and their families that it will not withdraw or reduce services because someone makes a complaint in good faith.

## Who Can Complain

Anyone affected by the way Charlotte James Care Home provides services can make a complaint.

A representative can make a complaint for the affected person if they: Have died

Cannot make a complaint themselves, or

Have given consent for the representative to act on their behalf

If you are not happy about making a complaint yourself and you do not know someone who can talk or write to us on your behalf, we will be happy to find someone from an independent organisation to act as an advocate for you.

## How You Can Make a Complaint

You can complain:

In person

By telephone In writing

Through a member of our staff Through an advocate or representative

By letter By email

## Anonymous Complaints

We deal with anonymous complaints under the same procedure. However, it should be noted, if you provide contact details, we can update you on the outcome of our investigation.

## Responsibility

The Registered Manager has overall responsibility for dealing with all complaints made about their service.

We will provide, as far as is reasonably practical, support for Service Users, friends and family who wish to make a complaint but understand that they may wish to contact HAS COMPLETE CARE LTD or Care Quality Commission directly.

This includes:

Providing any help needed to understand the complaints procedure Providing advice on where you may get that help

Providing advice and information in an accessible format about making a complaint in a way you can understand

If the complaint relates to the conduct of Mrs Jessica Piper, you may feel more comfortable to direct your complaint to Mr Harj Sadhra or HAS COMPLETE CARE LTD.

There may be times where the registered manager and nominated individual are the same person. In order to conduct an investigation impartially, Charlotte James Care Home may enlist an external professional such as a health and social care consultant or alternative domiciliary care provider who is registered with CQC to complete this process on our behalf.

## How We Handle Complaints

The Registered Manager or Charlotte James Care Home may ask one of the management team to investigate the complaint. That person will have enough seniority and experience to deal with the issues raised by the complaint.

We will formally acknowledge a formal complaint within **3** working days and give you the name and contact details of the person investigating it.

Verbal complaints that are not formal will be dealt with face to face or over the telephone and be logged.

With formal complaints will keep you informed about the progress of the investigation. We aim to have all complaints finished within **28 working days** unless we agree a different time scale with you.

When we have finished investigating, we will arrange to meet with you to discuss the outcome, and write to you with:

Details of the findings Any action we have taken

Our proposals to resolve your complaint

## Time Limits

You should complain as soon as you can after the date on which the event occurred or came to your notice. If you complain more than twelve months later, we may not be able to investigate properly. However, we will consider whether you had a good reason for not making the complaint sooner and whether, despite the delay, it is still possible to investigate the complaint effectively and fairly.

## Further Steps

1. At any stage during the process, if you are not happy with the way Charlotte James Care Home is dealing with your complaint you can contact Mr Harj Sadhra at:

Charlotte James Care Home Shobnall Road

Burton upon Trent Staffordshire DE14 2BB

01283 569417

You can also contact your Local Authority Complaints Team to complain. You can contact the Local Authority Complaints Team at:

Local Authority Complaints Team

1. Once we have dealt with your complaint, if you are not happy with the outcome you can refer your complaint to the Local Government and Social Care Ombudsman and ask for it to be reviewed. The Local Government and Social Care Ombudsman provides a free independent service.

You can contact them at:

The Local Government and Social Care Ombudsman PO Box 4771

Coventry CV4 0EH Tel: 0300 061 0614

Email: advice@lgo.org.uk Website: https://[www.lgo.org.uk/](http://www.lgo.org.uk/)

Complaint form: https://[www.lgo.org.uk/complaint-form](http://www.lgo.org.uk/complaint-form)

***NB: The Ombudsman will not normally investigate a complaint until the provider has had an opportunity to respond and resolve matters.***

1. The services of Charlotte James Care Home are registered with, and regulated by, the Care Quality Commission. The CQC cannot get involved in individual complaints about providers but is happy to receive information about services at any time.

You can contact the CQC at:

Care Quality Commission National Correspondence Care Quality Commission (CQC)

National Correspondence Citygate, Gallowgate Newcastle upon Tyne NE1 4PA Tel: 03000 616161

Fax: 03000 616171

Website: [www.cqc.org.uk](http://www.cqc.org.uk/)

A full copy of this complaints policy can be obtained from the complaints folder in the reception and in the management office.

## \*We can provide this policy in other languages or in other formats on request’