



LifeChurch Manchester (LCM) Complaints Handling Policy.

1. General policy

- 1.1** The Trustees of LCM take complaints seriously and commit to deal with all complaints in a confidential, timely and appropriate manner.
- 1.2** Our policy is:
- To provide a fair complaints policy which is clear and easy to use;
 - To make sure that Trustees, volunteers and staff are aware of this policy and know how to handle complaints;
 - To ensure in all cases that complaints are handled using Biblical principles and that wherever possible, disputes and disagreements are amicably resolved and that relationships are restored;
 - To gather information which helps us improve what we do in the future.
- 1.3** All complaints, and any associated information provided, will be handled sensitively, and in accordance with relevant data protection requirements. However, the Trustees reserve the right to involve external parties (including the Police and other authorities) and to take legal advice where this is considered necessary.
- 1.4** The overall responsibility for this policy and its implementation rests with the Trustees of LCM.
- 1.5** In constructing this policy, the Trustees have paid due consideration to the Charity Governance Code <https://www.charitygovernancecode.org/en> with the aim that the charity demonstrates internal and external complaints are handled constructively, impartially and effectively and it learns from mistakes.

2. Receiving complaints

- 2.1** Complaints may be received either orally or in writing, addressed to the LifeChurch Senior Leader at complaints@lifechurch.uk.net or The LifeCentre, 235 Washway Road, Sale, M33 4BP.
- 2.2** Where complaints are received by other contacts in LCM, complainants will be directed towards the LifeChurch Senior Leader in the first instance.
- 2.3** At the time of receiving the complaint or within any initial response, complainants will be informed of the existence of this policy and provided with a copy if requested.
- 2.4** LCM operates safeguarding of children and adults at risk policies. Where complaints refer to people or activities covered by these policies, such complaints will be handled in accordance with both policies. In instances where the policies conflict, those contained in the safeguarding policy will carry precedence.
- 2.5** In the case of complaints made by a parent, guardian or other responsible adult to any member of the children's or youth ministry teams, these will automatically be passed to LCM's Children's Designated Person for Safeguarding. Such complaints will then be handled in accordance with the safeguarding children policy.
- 2.6** In certain cases and for the avoidance of doubt, the LifeChurch Senior Leader may request oral complaints to be repeated in writing and reserve the right to share complaints with the Trustees or members of the Senior Leadership Team (SLT) as they see appropriate.
- 2.7** Oral complainants must be informed that certain aspects of oral complaints will be recorded (either at the time or later) including, but not limited to:

- The name and contact details of the complainant;
- The date and time that the complaint was received;
- The substance of the complaint;
- Any formal relationship that the complainant has with LCM.

- 2.8** Oral complainants must be informed that although complaints will be handled confidentially, the LifeChurch Senior Leader may share these with other Trustees or members of the SLT in accordance with this policy.
- 2.9** All complaints, together with any actions undertaken, will be recorded in a complaints log, which will be reviewed by the Trustees on a regular basis. Any conclusions and further action required as a result of this review will be formally recorded in the minutes of a Trustees' meeting.
- 2.10** Where the complaint relates to a specific person, the Chair of Trustees may choose to inform that person of the nature of the complaint and to receive a formal response from them. The name and any other sensitive information provided by the complainant will not be shared with the subject of the complaint.

3. Resolving complaints

- 3.1** Complaints will be acknowledged by the LifeChurch Senior Leader within two weeks of being received and will include details of who is dealing with the complaint and when the complainant can expect to have a response. Any first response should include a copy of this policy if not already provided.
- 3.2** The LifeChurch Senior Leader will use best endeavours to provide a definitive response within two months of receiving the complaint. If, because of ongoing investigations or for other reasons this is not possible, a progress update will be provided to the complainant within two months of receiving the complaint.
- 3.3** A definitive response will include:
- Actions taken to investigate the complaint;
 - Conclusions drawn from the investigation;
 - Actions taken as a result of the investigation.

4. Appeals and escalation

- 4.1** Where the complainant is not satisfied with the response, they should contact the Chair of the Trustees of this dissatisfaction, in writing, within 1 month of receiving the response. They can do so by emailing complaints@lifechurch.uk.net marking it 'FAO Chair of the Trustees'.
- 4.2** As long as this notice of dissatisfaction is received within the timeframe set out in 4.1, the Chair of Trustees will acknowledge this correspondence within two weeks and will use best endeavours to provide a definitive response within two months. Notices of dissatisfaction that are received outside of that timeframe will be considered at the discretion of the Trustees.
- 4.3** This appeal decision will be considered final. At any time, the complainant can complain directly to the Charity Commission or any other appropriate regulating authority. The information about the types of complaints that the Commission can become involved with are set out on [their website](#).

5. Adoption of this policy

- 5.1** The Trustees of LifeChurch Manchester formally accepted this policy at the Trustees' meeting held on 11th September 2023.