



## **1. UCP-COM002 Higher Education Visitors, Customers and Stakeholders Complaints Policy**

### **2. INTRODUCTION**

- 2.1 The purpose of this procedure is to describe the process by which any external complaint or dissatisfaction expressed to, and about, University Centre Peterborough (UCP) is resolved. UCP aims to provide a quality service which meets the highest expectations of its staff. It welcomes all constructive feedback on its activities, whether positive or negative, and recognises that such expressions provide an opportunity to improve the quality of service or facilities provided. It is also considered important that complaints and dissatisfactions are recorded, and that they are dealt with as fairly and quickly as possible.

### **3. PURPOSE**

- 3.1 The principles underpinning this procedure are that UCP will:
- I. Consider external complaints impartially and professionally within reasonable timeframes;
  - II. Encourage informal resolution where possible;
  - III. Give fair and full consideration of complaints made;
  - IV. Respect the privacy of customers and disclose only the information necessary in order to process the complaint.

### **4. SCOPE**

- 4.1 UCP is the higher education arm of the Inspire Education Group (IEG). This policy is for anyone who is affected by the activities of UCP including those receiving or seeking a service or who have been subject to a decision of UCP.
- 4.2 This Procedure is not to be used by current students who are enrolled at UCP. Such students should refer to COM001 HE Student Complaints Policy found on the UCP Website. In addition, this Procedure should not be used by staff. Staff should use the Inspire Education Group HR013 – Staff Harassment and Bullying Policy found on the staff intranet page.
- 4.3 If an individual complains to UCP about the service of another organisation, but UCP is not involved in the issue, the individual should be advised to contact the appropriate organisation directly.

### **5. DEFINITIONS**

- 5.1 For the purpose of this procedure, a complaint may be defined as: an expression of dissatisfaction by one or more individuals about the standard of service, action, or lack of action by or on behalf of UCP.
- 5.2 This procedure covers complaints made by someone other than a student, contractor, or member of staff which may relate to:
- I. Failure to provide a service;
  - II. The quality and standard of service;

- III. The failure of UCP to follow an appropriate administrative procedure;
- IV. Treatment by or attitude of a staff member, student, external speaker or contractor;
- V. Inappropriate behaviour by a staff member, student, external speaker or contractor;
- VI. Being prevented from arranging, speaking at or attending an event of the type envisaged by the FREE001 Higher Education Academic Freedom of Speech and External Speaker Policy;
- VII. Alleged infringements of freedom of speech;
- VIII. Allegations that an external speaker at an event breached or is likely to breach the external speaker code of conduct.

## **6. RELATED DOCUMENTS**

- 6.1 UCP <https://ucp.ac.uk/supporting-you/ucp-policies/>  
UCP-COM001 Higher Education Student Complaints Policy  
UCP-FREE001 Higher Education Academic Freedom and Freedom of Speech Policy
- 6.2 Staff Intranet Page
  - HR008 Grievance Policy and Procedure
  - HR004 Disciplinary Policy and Procedures

## **7. RESPONSIBILITIES**

- 7.1 Formal investigation when the complaint is against a senior post holder is referred to the UCP Academic Director.
- 7.2 All complaints raised by completion of a CE1 or CE2 form are to be sent to the Academic Office at UCP.
- 7.3 Complaints will not be considered unless the appropriate forms are submitted. CE1 and CE2 forms are available to download from the UCP website [ucp.ac.uk](http://ucp.ac.uk). A copy can also be requested by emailing [academicoffice@ucp.ac.uk](mailto:academicoffice@ucp.ac.uk) or by calling UCP Reception on 01733 838223.

## **8. RISK ANALYSIS**

- 8.1 Failure to have a clear Procedure, or not following the procedure may result in the inconsistent or unfair handling of complaints which lead to poor external stakeholder perception and potential financial cost and compensation.

## **9. DATA PROTECTION**

- 9.1 UCP complies with the provisions of the General Data Protection Regulation of the Data Protection Act, 2018. As such, applicants' and student data are treated as confidential by all staff involved in this process and is not divulged unnecessarily or inappropriately. However, the aforementioned Act requires UCP to release certain information to UK authorities upon request in order to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information on receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions. We may use anonymised data collected as part of an individual's application and enrolment for the purpose of fulfilling statistical and reporting requirements.
- 9.2 Complaints will be handled with discretion and access to information will only be provided to those who have a legitimate interest for the purposes of facilitating investigations. Data

Protection legislation specifies that individuals have a right to access information concerning them, except in limited circumstances. This means that any third party identified in a complaint, may have an entitlement to access the information that has been written about them on request. Equally, individuals that are the subject of a complaint have a right to understand the nature of the complaint about them in order that the complaint can be adequately investigated and to ensure they are afforded the opportunity to respond.

- 9.3 If enquiries to an outside organisation in relation to the complaint are required, care will be taken to comply with Data Protection legislation and the guidance on handling personal information. Such complaints may include, for example, a complaint about catering service.
- 9.4 All notes, letters and complaint logs will be stored securely for a period of 5 years.

## **10. PROCEDURE**

### **INFORMAL STAGE – EARLY RESOLUTION AND MEDIATION**

- 10.1 Complaints can usually be resolved quickly and satisfactorily on an informal basis. If possible, the customer should contact the Manager of the area most directly involved with the situation with a view to resolving the issues informally.
  - 10.2 If the member of staff can resolve the issue, a brief note of the issue circumstances and resolution should be sent via their line manager to the Academic Office for logging. The member of staff should give feedback to the customer that their concern has been addressed.
  - 10.3 If the member of staff receiving the complaint or dissatisfaction cannot resolve the problem it will be forwarded to the UCP HE Manager responsible for the area to which the source of the concern relates, for investigation and response.
- 10.4 The member of staff must;
- I. agree with the customer involved the most appropriate way of dealing with the concern
  - II. ensure the person understands that s/he has a right to make a formal complaint
  - III. ensure that brief details of the issue are written down and passed to their line manager
  - IV. agree with the customer involved whether a personal response is required.
- 10.5 Complaints investigated at local level by the appropriate member of staff should be completed within FIFTEEN working days from the receipt of the complaint.
  - 10.6 If a resolution cannot be found, a CE1 form should be completed by the customer within three calendar months of the first incident taking place. To lodge a formal complaint the customer where appropriate, must have attempted to resolve the issue informally.

### **STAGE 1 – FORMAL CE1 STAGE**

- 10.7 A formal complaint is raised by the customer completing and submitting a CE1 Form to the Academic Office. The CE1 Form must be submitted within three calendar months of the date which the event complained about occurred. If the complaint relates to a series of incidents or events, you must make the complaint within three calendar months of the first incident or event.
- 10.8 Formal complaints will not be considered unless the appropriate forms are submitted.
- 10.9 The customer is asked on the CE1 Form to outline what informal measures have been initiated to resolve the issue, or why informal resolution was not pursued before submission of the CE1 Form.
- 10.10 When we receive the completed CE1 form, the Academic Office will send it to the relevant HE

Manager / designated member of UCP staff, who will then investigate the complaint. They will normally reply in writing within TWENTY WORKING DAYS of receiving the complaint. Both sides will have the chance to state their case. A copy of the reply will be sent to the Academic Office.

## **STAGE 2 – FORMAL CE2 STAGE**

- 10.11 If the complaint is not resolved, it may move to stage 2. A CE2 form should be completed by the customer within 20 working days of the date of the written outcome of the CE1 stage. The sides may change the time limit to take account of the difficulties of either or both sides being able to access information over holiday periods. In such cases, written notice must be communicated by either side outlining the reason for a delay.
- 10.12 Formal complaints will not be considered unless the appropriate forms are submitted.
- 10.13 On receipt of a completed CE2 form, the Academic Office will send it to the Accountable Officer at UCP or designated other. Having considered the complaint, the decisions will be communicated in writing, normally within 20 working days of receiving a completed CE2 form. A copy of the reply will be sent to the Academic Office for logging, and should it be necessary, to enhance, review or amend any practices or procedures considering the outcome.
- 10.14 In considering the complaint the Accountable Officer at UCP or designated other will not reinvestigate the complaint. They will review;
- I. The procedures followed at the formal stage;
  - II. Whether the outcome was reasonable;
  - III. New material which, for valid reasons, were not provided earlier in the process.

### **Complaints against a member of staff**

- 10.15 In the event of a complaint being made against a member of staff, or if during CE1/CE2 stages of the investigation it is found that a member of staff may have failed to carry out proper procedures or has not acted with integrity or competence the Academic Office must inform the member of staffs Line Manager and the procedure below followed.
- 10.16 If the complaint refers to a matter of procedure or failing to meet standards, the Line Manager should deal with it through normal performance management processes.
- 10.17 If the complaint is a potential case of misconduct or gross misconduct, the Academic Office should refer the matter to the Group Director of HR. Where an investigation is instigated, following the HR004 Disciplinary Policy and Procedures.

### **Anonymous Complaints**

- 10.18 Complaints submitted anonymously will be considered if there is enough information in the complaint to enable UCP to make further enquiries. If, however, an anonymous complaint does not provide enough information to enable UCP to take further action, UCP may decide not to pursue it further. However, consideration may be given to the issues raised, and UCP will record the complaint so that corrective action can be taken if appropriate.

### **Acknowledgement, Logging, Corrective Action and Reporting**

- 10.19 On receipt of a formal complaint by the Academic Office it will be dated and logged. The formal complaint will be acknowledged within six working days of receipt by the Academic Office stating that the matter is under investigation and giving an indication of the date when the customer can expect a reply. If this date is not met, then a letter will be sent updating the customer and modifying the scheduled completion date.
- 10.20 Complaints will be logged and stored centrally. Hard copy information is destroyed once scanned,

stored, and archived securely in accordance with data protection.

- 10.21 An anonymised report analysing all complaints (informal and formal) is reviewed at UCP's Academic Board held at least once a semester.
- 10.22 The Academic Office acts as soon as it is practical, should it be necessary, to enhance, review or amend any practices or procedures as a result of a complaint.
- 10.23 This procedure is reviewed annually, or when required as a result of regulatory policy or industry updates.
- 10.24 Note: CE1 And CE2 Complaint forms are found on the UCP website [www.ucp.ac.uk](http://www.ucp.ac.uk)



## Formal Stage 1 Complaints Form for UCP Visitors, Customers and Other Stakeholders

Before completing this form, you should read our UCP-COM002 Higher Education Visitors, Customers and Stakeholders Complaints Policy from our website <https://ucp.ac.uk/supporting-you/ucp-policies/>

The purpose of this procedure is to describe the process by which any complaint or dissatisfaction expressed to, and about, University Centre Peterborough (UCP) is resolved. UCP aims to provide a quality service which meets the highest expectations of its staff.

Prior to making a formal complaint by completing and submitting this form you must have tried to resolve the issue informally and you will be required to enter the details of this attempt on this form.

### 1. YOUR DETAILS

Title ..... Forenames ..... Surname .....

Correspondence Address .....

.....Postcode .....

Daytime Tel ..... Mobile Tel .....

Email address .....

Date of submission of this form .....

### 2. DETAILS OF THE COMPLAINT

Please provide clear and concise details of the complaint below.

**What would you like as an outcome?**

**3. DETAILS OF ATTEMPTS TO RESOLVE THE COMPLAINT INFORMALLY** Please provide details of your attempt(s) to resolve your complaint informally.

Who did you discuss the complaint with?.....

.....

Post title (if appropriate).....

Faculty/Service (if appropriate).....Date discussed.....

**What was the outcome and why are you still dissatisfied?**

**4. DECLARATION AND SIGNATURE**

I confirm that the information provided on this form is true and correct and in submitting this form I consent for the information provided in this form to be used as detailed below and I understand that UCP;

- will not accept formal complaints from third parties or anonymous sources;
- will deal with any complaint that it believes to be malicious and unfounded;
- will hold some elements of the information I have provided on an electronic database;
- may need to share the information I have provided with other persons or organisations as part of any investigation to resolve my complaint.

Signed .....

Date .....

We would welcome your feedback in relation to the Complaints procedure. If you would like to make any suggestions/comments once the procedure has been completed, please submit these to: The Academic Office, University Centre Peterborough, Park Crescent, Peterborough, PE1 4DZ or [academicoffice@ucp.ac.uk](mailto:academicoffice@ucp.ac.uk)

**You should keep a copy of your submission.**

***For Office use only:***

Date complaint received.....

Office reference.....



## Formal Stage 2 Complaints Form for UCP Visitors, Customers and Other Stakeholders

Before completing this form, you should read our UCP-COM002 Higher Education Visitors, Customers and Stakeholders Complaints Policy from our website [www.ucp.ac.uk/policies](http://www.ucp.ac.uk/policies). You must have pursued your case via Stage 1 CE1 prior to completing and submitting this CE2 Form.

The purpose of this procedure is to describe the process by which any complaint or dissatisfaction expressed to, and about, University Centre Peterborough (UCP) is resolved. UCP aims to provide a quality service which meets the highest expectations of its staff.

**HAVING BEEN UNABLE TO RESOLVE THE COMPLAINT AT CE1 STAGE 1, I REQUEST THAT THIS MATTER BE REFERRED TO CE2 STAGE 2 OF THE CUSTOMER COMPLAINTS PROCEDURE.**

### 1. YOUR DETAILS

Title ..... Forenames..... Surname.....

Correspondence Address.....

.....Postcode.....

Daytime Tel..... Mobile Tel.....

Date of submission of this form..... Date of CE1 submission.....

### 2. DETAILS OF THE COMPLAINT

(including in particular why you feel the complaint had not been resolved at Stage 1 of the Complaints process)

### 3. DECLARATION AND SIGNATURE

I confirm that the information provided on this form is true and correct and in submitting this form I consent for the information provided in this form to be used as detailed below and I understand that UCP;

- will not accept complaints from third parties or anonymous sources;
- will deal with any complaint that it believes to be malicious and unfounded;
- will hold some elements of the information I have provided on an electronic database;
- may need to share the information I have provided with other persons or organisations as part of any investigation to resolve my complaint.

Signed.....

Date.....

We would welcome your feedback in relation to the Complaints procedure. If you would like to make any suggestions/comments once the procedure has been completed, please submit these to the Academic Office

**Once completed, please return this form by email to [AcademicOffice@ucp.ac.uk](mailto:AcademicOffice@ucp.ac.uk) or please send this form to the Academic Office, UCP007, University Centre Peterborough, Park Crescent Peterborough, PE1 4DZ**

**You should keep a copy of your submission.**

**If you have any additional documents, which you are unable to send via email, please send these, together with a copy of this form to the Academic Office, as above.**

***For Office use only:***

Date complaint received.....

Office reference.....