



## Complaint's Policy and Procedure

### Complaints Policy

*Team Educate* is committed to providing a high-level service to our customers. If you do not receive satisfaction from us, we need you to tell us about it. This will help us to improve our standards. Please also provide information to include comments and compliments where applicable.

### Complaints Procedure

If you have a complaint, comment, or compliment, please contact Jake Welby, Managing Director by phone 0117 374 2547 in the first instance so that we can try to resolve your complaint informally. Alternatively, you may also send your complaint via email to [Jake@teameducate.co.uk](mailto:Jake@teameducate.co.uk)

At this stage, if you are not satisfied, please contact Jake Welby, Managing Director. You can write to him at:

188 The Boathouse,  
Paintworks,  
Bristol,  
BS4 3DL

#### Next steps

1. We will send you a letter / email acknowledging your complaint and asking you to confirm or explain the details set out. We will also let you know the name of the person who will be dealing with your complaint. You can expect to receive our letter / email within 2-3 days of us receiving your complaint.
2. We will record your complaint in our central register within a day of having received it.
3. We will acknowledge your reply to our acknowledgment letter and confirm what will happen next. You can expect to receive our acknowledgement letter within 2-3 days of your reply.
4. We will then start to investigate your complaint. This will normally involve the following steps;
  - We may ask the member of staff who dealt with you to reply to your complaint within 5 days of our request;
  - We will then examine the member of staff's reply and the information you have provided for us. If necessary, we may ask you to speak to them. This will take up to 4 days from receiving their reply.
5. Jake Welby will then invite you to meet him (either face to face or virtually) to discuss and hopefully resolve your complaint. He will do this within 5 days of the end of our investigation.
6. Within 2 days of the meeting Jake Welby will write to you to confirm what took place and any solutions he has agreed with you.
  - If you do not want a meeting or it is not possible, Jake will send you a detailed reply to your complaint. This will include his suggestions for resolving the matter. He will do this within 5 days of completing his investigation.



## Team Educate

7. At this stage, if you are still not satisfied you can write to ASPCo, our trade association of which we are a member marked for the attention of the Consultancy and Compliance Team, ASPCo, Bridgegate House, Third Floor, 124-126 Borough High Street, London, England, SE1 1BL

If we have to change any of the time scales above, we will let you know and explain why.

**NOTE: In any event, we will comply with any statutory procedures that may relate to your complaint.**

