



MED Theatre
Inspired by Dartmoor

MED Theatre

Complaints Policy

Updated August 2022

This policy will be updated annually



What is a complaint?

It is defined as someone letting us know they are unhappy with:

- the quality and/or standard of service provided
- the quality of information and/or advice given
- MED Theatre's failure to comply with procedures, rules, statutory obligation or published service standards

Making a complaint

A complaint can be made by:

- email: info@medtheatre.co.uk or abbystobart@medtheatre.co.uk
- telephone: 01647 441356
- letter (addressed to Abby Stobart, Executive Artistic Director, MED Theatre Studio, 11a New Street, Moretonhampstead, Newton Abbot. TQ13 8NJ)
- face-to-face at our studio (see above address)

To help us deal with a complaint effectively the person needs to tell us:

- What the problem is
- How and when it occurred
- How it has affected them
- What they would like us to do to put things right

Complaints Procedure

Stage 1

- Complaints will be acknowledged within 5 working days of receipt
- The issues raised will be considered by the Executive Artistic Director and/or Chairperson
- The Executive Artistic Director will aim to respond and resolve the complaint no later than 10 working days after receipt
- The response will include details of what the person can do if they remain unhappy with the response
- Sometimes the Executive Artistic Director may not be able to respond within the 10 working day timescale. In these cases the timescale may be extended by an additional 10 working days and the customer will be informed.



Stage 2

- If a person is unhappy with the response they have received at Stage 1 they should let the Executive Artistic Director know within 30 working days of the date of the response what issues they are dissatisfied with and what MED Theatre can do to put things right
- Complaints will be acknowledged within five working days of receipt
- The Executive Artistic Director will carry out an investigation
- The Executive Artistic Director will review all investigations and respond to the person no later than 30 working days after receiving the Stage 2 request
- The response letter will include details of what the person can do next if they are still dissatisfied with the outcome
- If the response cannot be sent within 30 working days the person will be informed of the date when they can expect a response and the reason for the delay

Most complaints will be dealt with and resolved at Stage 1 but sometimes it will be appropriate for the complaint to go straight to Stage 2 of the Complaints Procedure. If this is the case, the person will be notified.

A record of the complaint procedure and its outcome will be recorded.

Equalities

MED Theatre is committed to encouraging feedback from everyone and will respect and cater for differences in age, gender, race, culture, religion, language, literacy, disability or sexual orientation.

MED Theatre will treat everyone fairly. We will help those who need it and try to make arrangements so that everyone has an equal chance to tell us what they think in a way that is easy for them.

Where possible officers will arrange translation or interpretation services if requested.