



A COUNSELLING SERVICE FOR YOUNG PEOPLE
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Policy Name

Grievance

Date reviewed by Policy Action Committee:

May 2023

Date approved by Trustees:

May 2023

Version Number:

Version 2

Next Review:

April 2024

On review, these policies will be circulated to the Trustees for comments before any changes are made.

GRIEVANCE POLICY - CLIENTS

Time to Talk West Berkshire has at its core the best interest of our clients; the young people we work with. Therefore, we take very seriously any complaint or grievance about our work.

If a young person or their parent or guardian has a complaint either about a counsellor, or the counselling they have received the following procedure should be followed:-

1. If possible, the **grievance should be discussed with the counsellor at the usual counselling session.**

Most grievances arise from misunderstandings or miscommunication. Our counsellors are trained to respond positively and respectfully to any concerns the young person may have, all our volunteer counsellors take their work very seriously and are engaged because they care about young people.

2. If the young person feels unable to go to their counsellor they should put the grievance in writing to clinical.lead@t2twb.org
3. Once the letter/e-mail has been received by the Clinical Lead, an acknowledgement will be sent within 5 working days, and an investigation of the complaint will commence.
4. The Complaint will be logged and all communication regarding it will be recorded. A full response will be sent within two weeks from the date of receipt of the complaint.
5. If the grievance remains unresolved, the complaint will be passed on to Time to Talk's Charity Service Manager, who will liaise with the Board of Trustees within 5 working days of notification, and a full response will be sent within one calendar month of this notification. The decision of the Board of Trustees is final.
6. A written record of all complaints made is to be maintained securely by the Clinical Lead.
7. If a young person or their parent or guardian has a complaint concerning the Clinical Lead, they should contact the Service Manager at service.manager@t2twb.org Points 5 and 6 above should then be followed.