

Company Name:	Long-term Teachers
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Long-term Teachers Complaints Policy and Procedure

Complaints Policy

Long-term Teachers are dedicated to providing a high-level service to our clients and candidates. If you do not receive satisfaction from us, we need you to tell us about it. This will help us to improve our standards.

Complaints Procedure

If you have a complaint, please contact Toby St John [Operations Manager] by phone 01173362606 in the first instance so that we can try to resolve your complaint informally.

At this stage, if you are not satisfied, please contact Tom Griffiths [Director]. You can write to him at: Tom@longtermteachers.co.uk

Next steps

1. We will send you a letter 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 within 3-5 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 3-5 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 3 days from receiving their reply.
5. Tom will then invite you to meet him 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, Tom 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, Tom 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.

7. At this stage, if you are still not satisfied you can write to the REC, our trade association of which we are a member marked for the attention of the Consultancy and Compliance Team, Recruitment and Employment Confederation, Fourth Floor, 20 Queen Elizabeth Street, London, SE1 2LS.

If we must 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.