

## 1. Policy Brief and Purpose

Dentaid is committed to delivering a high standard of fundraising activities. We are registered with the Fundraising Regulator and committed to dealing with all complaints seriously. A fundraising complaint is any expression of dissatisfaction, whether justified or not, about any aspect of Dentaid's fundraising activities.

### 1.1 Scope

The policy applies to all Dentaid Staff, Volunteers, Patients, Trustees and Visitors.

## 2. Principles

The purpose of our complaints handling procedure is to ensure that we:

- listen and are responsive to people who raise an issue with us
- respond swiftly and at a level close to the point of service delivery
- are fair and consistent, offering solutions and/or explanations
- offer complainants recourse to someone more senior/more independent if they wish ensure that staff who are mentioned in complaints receive support
- respect confidentiality ☒ record complaints consistently, and monitor what we record
- use complaints positively as an opportunity for learning and improvement.

In making a complaint we believe most people want:

- to be listened to;
- to have the problem accepted as important;
- to be offered a solution or explanation.
- to have their distress acknowledged.
- to be assured the same thing will not happen again

It is therefore essential that people raising a complaint are involved in discussing their concerns and in finding solutions.

## 3. Policy

- To provide a fair fundraising complaints procedure which is clear and easy to use for anyone wishing to make a fundraising complaint;
- To publicise the existence of our fundraising complaints procedure so that people know how to contact us to make a fundraising complaint;
- To make sure all fundraising complaints are investigated fairly and in a timely way;
- To make sure that fundraising complaints are, wherever possible, resolved and that relationships are repaired;
- To gather information which helps us to improve what we do.

## 4. Procedure how to complain:

### **Stage 1 – Fundraising Team**

You may send your complaint to us in any of the following ways:

Call: Fundraising Team on 01794 324249

Email: [fundraising@dentaid.org](mailto:fundraising@dentaid.org)

Write to:

Fundraising Team Dentaid

116 Commercial Road, Totton, Hampshire SO40 3AD

We will try to resolve the problem as quickly as possible. Whatever the complaint, you can expect us to respond within the following times:

we aim to provide a full response within 7 working days;

for more complex complaints, we will acknowledge them within 7 days and provide a full response within 14 working days.

Unfortunately, we are unable to accept complaints through message boards or Social Media. Please include your name and relevant contact details in your email or letter so that we can get back in touch with you quickly and easily.

### **Stage 2 – Development Manager**

If for any reason we have not resolved the complaint to your satisfaction, please bring the matter to the attention of our Development Manager by writing to them at the above address (116 Commercial Road, Totton, Hampshire, SO40 3AD). Please explain clearly why you feel that your complaint has not been properly resolved and the outcome and actions you would hope for.

### **Stage 3 – Director**

If you are still not satisfied with our response, please contact the Communications Director. The senior manager responsible for the review will write to you, clearly setting out the outcome of their review and the rationale for their decision. An acknowledgement will be sent in writing (within 5 working days of receiving your response) and an expected timescale for the review to be carried out will be given. The review will be completed within 25 working days of receiving your response. If an extension is necessary we will inform you of the reason and provide you with an update.

### **Stage 4 – Taking your complaint outside Dentaid**

In the event that you remain dissatisfied with the response you have received which is

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# Fundraising Complaints Policy



related to fundraising (only), you are entitled to take your concerns to the Fundraising Regulator. The Fundraising Regulator is an independent body that works to ensure that charities raising money from the public do so honestly and protects the public, donors and potential donors, not least those who may be vulnerable, from unacceptable fundraising practices. Dentaid is a member of the Fundraising Regulator and we are committed to abide by any decision they reach on complaints which are escalated to them.

Contact details:

Fundraising Regulator

2nd Floor CAN Mezzanine Building

49-51 East Road

London N1 6AH

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