

As a client, service user, stakeholder, contractor, staff member, volunteer or member of the public, you have the right to complaint about the services from Saints Care. This information sheet is provided to you via our website or upon entry to our service and each time you make a complaint.

Saints Care will ensure that the complaints process is:

- **Confidential** by limiting access to the information about the complaint to those who are directly involved in making or investigating the complaint
- **Impartial** by ensuring that both sides can tell their side of the story.
- **Free of repercussions** as there will be no victimisation of a person who complains.
- **Fair** by ensuring that people are informed of any allegations against them
- **Timely and prompt** we will try resolve the complaint within 4 weeks unless this is unreasonable.
- **Outcome focused** by ensuring the complaints process will lead to a resolution of the complaint.
- **Valid** by complying with all relevant legislation.

FAQ

What can I complain about?

You can make a complaint about anything related to Saints Care. This could include a service or program, Saints Care staff, volunteers or other service users, Saints Care facilities or environment or something that has made you unhappy, worried or unsafe.

Who can I speak to if I feel unsafe or concerned about something?

You can talk to anyone who works here that you feel comfortable with.

You can also submit your complaint through any of these ways:

- Complete a complaints / feedback form online through our website
- Email: info@saintscare.org.au or a staff's email
- Call: 1300 889 855
- Post: 12 Taylor St, West Pennant Hills NSW 2125

Can somebody help me make a complaint?

Yes. If you would like a case worker, carer, parent, friend, advocate or someone you trust, to help you make a complaint, you can ask them to complain on your behalf or you bring them with you when you make a complaint. This person will be your advocate and they can help ensure your voice is heard. We will need to get written permission to speak to this trusted person/advocate about the complaint.

If you are a person with disability, you might be able to use a government-funded professional advocate to help you with the complaints process. To find the locations and contact details of disability advocates near you, go to <https://disabilityadvocacyfinder.dss.gov.au/disability/ndap/>. You can use an interpreter if you need to or if your parent or friend needs one.

Ask us more about how we can help advocate for you in these situations.

This fact sheet and FAQ have been adapted from the National Office for Child Safety's Complaint Handling Guide: Upholding the rights of children and young people (Commonwealth of Australia, 2019). This can be found at <https://childsafety.pmc.gov.au/resources/complaint-handling-guide-upholding-rights-children-and-young-people>

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Will I be in trouble for speaking up?

No. your safety and how you feel is important to us. By speaking up, you are helping us to do a better job and take better care of our service users, staff, volunteers and community.

What will Saints Care do with the information I tell them?

If you tell us that you have been treated badly or you are feeling unsafe or worried about something, we will listen, write down what you tell us, and try to fix it. After we talk to you, we may need to find out more about what happened. We will tell you how long this will take and what will happen next

Will you keep what I have told you a secret?

If you make a complaint to a staff member, they will have to submit it to their Manager to resolve it. Sometimes other people in the organisation will have to get involved to try figure out what happened and how to make things better. We will tell you if this needs to happen. Sometimes we may need to share certain information with another people and organisations, such as the police or DCJ if we are worried about your safety, or the safety of others.

How will I know you're dealing with my complaint?

We will ask if you would like us to give you updates about what is happening as we look into what you have told us and get further information.

You can tell us how you would like us to let you know how things are going with your complaint, e.g. in person, over the phone, by email or text message.

We will let you know when we have finished looking into your complaint and explain what we're going to do.

What if I don't want to be involved in the investigation?

We will only contact you if you want us to. If you would like us to give information to a family member, carer or advocate instead, that's also okay. If you change your mind and later want to speak with us, you can contact our managers or anybody else you trust in the organisation.

What if I'm still not happy?

If you are not happy with how we handle your complaint or the result, you have the right to Appeal. This means the complaint and how it was handled will be reviewed by the EO or Board.

If you're not happy with this result, want our decision process looked over, or want to have your complaint about our service reviewed by an external complaint handling body, there are options listed below.

- NSW Ombudsman www.ombo.nsw.gov.au/contact-us
- Department of Communities and Justice (DCJ) www.dcj.nsw.gov.au/contact-us/feedbackcomplaints.html
- Office of the Australian Information Commissioner www.oaic.gov.au/privacy/privacy-complaints/

We can help you to do this if you like.

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