

Complaints

This resource has been developed to help everyone understand the complaints process and their right to make a complaint.



What is a complaint?

A complaint is when a problem is happening, and someone says that they are unhappy.

- Complaints are important for an organisation to know what it is doing **well** and what it is doing **badly**
- **Anyone** can make a complaint including family members and support workers.

Your rights:

We will make sure that:



- we **listen** to all complaints and treat them all **fairly**
- we handle complaints **quickly**
- you are given **help** if you need it when making the complaint and after making a complaint
- complaints are fixed if they can be
- you feel safe to **ask questions** about the complaint
- you feel safe to make a complaint and are not made to feel upset by others.



You have the right for your complaint to be treated equally to all other complaints no matter:

- who you are
- where you live
- whether you are an adult or a child
- what job you have
- what language you speak
- whether you have a disability
- what your religion is
- whether you are rich or poor.



When you make a complaint **Early Links** will make sure that:

- what you say is being kept a **secret**.



How to make a complaint

- **write** down what has happened so that you can remember clearly
- write down as much as you can remember to help with the complaint.



Seeking help

If you are not sure how to make a complaint or you are feeling worried:

- you can talk to one of our staff members who you know and **trust**
- you can talk to someone you can trust such as a family member
- you can ask that person to **help you** to make the complaint if you don't feel happy making the complaint yourself.



Who to make a complaint to:

- you can make a complaint by speaking to the person or by writing a letter to:
 - the staff member you were with at the time
 - the boss of that staff member
 - NDIS Quality & Safeguards Officer



- the boss of the organisation
- you can make a complaint by putting a letter in the Suggestion Box at the front entrance
- you can write a complaint and send it to **PO Box 221 Maitland NSW 2320**
- you can ring up and make a complaint on **(02) 4934 3773**
- if you don't want them to know who made the complaint you can make a secret complaint by filling out a form on our website **<https://earlylinks.org.au>**.



Managing complaints

- The staff member will say the complaint back to you to make sure that they **understand** your complaint
- They will tell you what they will do to fix the problem and tell you how long it will take
- They will **apologise** when things have gone wrong.

Review



- We will often check to see if our complaints process is working. We might ask you to tell us if you found it easy or hard
- It is important that you know how to make a complaint and who to talk to you if are unhappy. If you need more help with who to talk to about a complaint, please ask one of our staff.