



**The Scottish Higher Education Model
Complaints Handling Procedure**

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CONTENTS

1 Foreword

2 Scope and purpose

- 2.1 What is a complaint?
- 2.2 What is not a complaint?
- 2.3 Disclosure of the Personal Details of Complainant(s)
- 2.4 Anonymous complaints
- 2.5 Complaints involving more than one department
- 2.6 Complaints involving other organisations or contractors
- 2.7 Time limit for making complaints

3 The Complaint Handling Procedure

- 3.1 Overview
- 3.2 Stage 1: Frontline Resolution – to be completed within five working days
- 3.3 Extension to the five-day timeline
- 3.4 Closing the complaint at the frontline resolution stage
- 3.5 Stage 2: Complaint Investigation – to be completed within 20 working days
- 3.6 What the GSA will do when it receives a complaint for investigation
- 3.7 Timelines
- 3.8 Extension to the timeline
- 3.9 Mediation and other dispute resolution options
- 3.10 Closing the complaint at the Complaint Investigation stage

4 Independent external review (SPSO)

- 4.1 Role of the SPSO
- 4.2 Contact information for the SPSO

5 Governance of the Complaint Handling Procedure

- 5.1 Staff roles and responsibilities

6 Recording, reporting, publicising and learning

- 6.1 Recording complaints
- 6.2 Reporting of complaints
- 6.3 Publicising complaints performance information
- 6.4 Learning from complaints

7 Maintaining confidentiality

- 7.1 Confidentiality and data protection
- 7.2 Reporting outcomes

8 Managing unacceptable behaviour

- 8.1 Basic principles and expectations
- 8.2 Unreasonable demands, and complaints with no prospect of success
- 8.3 Aggressive or abusive behaviour
- 8.4 Other unacceptable behaviour
- 8.5 Communicating and reporting

9 Support

- 9.1 Supporting the complainant
- 9.2 Supporting the subject of a complaint

The Glasgow School of Art (GSA) Complaint Handling Procedure (CHP)

1 Foreword

This Complaint Handling Procedure reflects the Glasgow School of Art's commitment to valuing complaints. Students and recent students, applicants and members of the public should feel free to raise matters of concern without risk of disadvantage. Our aim is to resolve issues of dissatisfaction as close to the initial point of contact as possible and to conduct thorough and fair investigations of complaints so that, where appropriate, we can make evidence-based decisions on the facts of each individual case.

Resolving complaints early saves time and resource and contributes to the overall efficiency of the GSA. Concentrating on achieving an early resolution of a complaint as close to the point of contact as possible will free up the time of academic and support staff and ultimately contribute to the continued positive experience of our students and members of the public.

GSA is committed to promoting equality and diversity in all its activities. This Procedure should therefore be read in conjunction with GSA's strategy in relation to [Equality & Diversity, Bullying and Harassment, Respect and Dignity at Work and Study](#) policies and [Public Interest Disclosure \(Whistleblowing\) Policy](#)

This procedure has been drawn up in compliance with *The Scottish Higher Education Model Complaints Handling Procedure* published by the Scottish Public Services Ombudsman (SPSO) on 19 December 2012 and was formally approved by Executive Group for implementation from August 2013.

2 Scope and purpose

2.1 What is a complaint?

For the purpose of this procedure, a complaint may be defined as:

'An expression of dissatisfaction by one or more individuals about the standard of service, action or lack of action by or on behalf of the institution.'

A complaint may relate to:

- the quality and standard of service
- failure to provide a service
- the quality of facilities or learning resources
- treatment by or attitude of a staff member, student or contractor
- inappropriate behaviour by a staff member, student or contractor
- the failure of GSA to follow an appropriate administrative process
- dissatisfaction with GSA's policies, although it is recognised that policy is set at the discretion of the GSA.

2.2 What is not a complaint?

The definition of a complaint is very broad and the list above is not exhaustive. However, not every concern raised with the GSA will be handled as a complaint through the CHP. For example, the following **are not complaints**:

- a routine, first-time request for a service.

- a request under the Freedom of Information (Scotland) Act or Data Protection Act.
- a request for information or an explanation of policy or practice.
- a response to an invitation to provide feedback through a formal mechanism such as a questionnaire or committee membership will generally not be treated as a complaint.
- an insurance claim.
- an issue which is being, or has been, considered by a court or tribunal.
- a request for compensation only.
- an attempt to have a complaint reconsidered where the GSA's procedure has been completed and a final decision has been issued.
- a grievance by a member of staff which is eligible for handling through the Staff Grievance Policy and Procedure.
- A challenge to an academic judgement or an appeal against a decision concerning progress, assessment or award. (However, if the complaint concerns the quality of supervision or teaching which the complainant considers contributed to a failure to achieve a required academic standard, the matter should be considered under the Complaints Procedure.)

Matters that are not considered complaints will be dealt with under the alternative appropriate processes rather than under the Complaints Handling Procedure. It should be noted, however, that some situations can involve a combination of issues, some are complaints and others are not, and each case should be assessed on a case by case basis.

Please find links to other relevant policies and procedures:

[Grievances against a member of staff](#)

[Academic Appeals](#)

[Academic Misconduct](#)

[Student Discipline Procedure](#)

2.3 Disclosure of Personal Details of Complainant(s)

The GSA will treat all complaints in a confidential and sensitive manner. The identity of the individual(s) making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, it may be necessary to reveal the personal details of the complainant(s) to the subject(s) of the complaint in order to ensure an effective investigation.

Further, in order to investigate the complaint, it will be necessary to reveal the identity of the complainant(s) to individuals other than the recipient of this form. Every effort will be made to observe confidentiality and to ensure that information concerning this complaint is restricted.

2.4 Anonymous complaints

Complaints submitted anonymously will be considered if there is enough information in the complaint to enable GSA to make further enquiries. If, however, an anonymous complaint does not provide enough information to enable us to take further action, we may decide not to pursue it further. However, GSA may give consideration to the issues raised, and will record the complaint so that corrective action can be taken as appropriate.

Any decision not to pursue an anonymous complaint must be authorised by a senior member of staff. If an anonymous complaint contains serious allegations, it should be referred to a senior member of staff immediately.

2.5 Complaints involving more than one department

If a complaint relates to the actions of two or more departments, Schools or service areas, the staff member receiving the complaint must confer with the other area(s) to decide who will take the lead on the complaint. The complainant will be told to whom the complaint is being passed and given their contact details. Coordination may be required between different areas of GSA to ensure that the complaint is fully addressed in a single response. The nature of the complaint may also require parallel procedures to be initiated (such as referral to academic appeal procedures or staff or student disciplinary procedures).

2.6 Complaints involving other organisations or contractors who provide a service on behalf of GSA

If an individual complains to GSA about the service of another organisation, but GSA has no involvement in the issue, the individual should be advised to contact the appropriate organisation directly.

Where a complaint relates to a GSA service and the service of another organisation the complaint must be handled through the CHP in the first instance. In particular, the same timescales will apply. This relates to complaints that involve services provided on GSA's behalf (such as partner institutions and contractors) or to those provided by a separate organisation (such as awards agencies). If enquiries to an outside organisation in relation to the complaint are required, care must be taken to comply with Data Protection legislation and the guidance on handling personal information. Such complaints may include, for example:

- A complaint made in relation to provision of third-party services
- A complaint made about a service that is contracted out
- A complaint made to GSA about a student loan where the dissatisfaction relates to the service we have provided and the service the loan agency has provided.

2.7 Time limit for making complaints

Complaints should be raised with GSA as soon as problems arise to enable prompt investigation and swift resolution. This CHP sets a time limit of six months to raise a complaint with GSA, starting from when the complainant first became aware of the problem, unless there are special circumstances for requesting consideration of a complaint beyond this time.

Beyond the six-month time limit, GSA will exercise discretion in the way that the time limit is applied. This will take account of the time limit within which a member of the public can normally ask the SPSO to consider complaints, which is twelve months from when the person first became aware of the issue about which they are complaining.

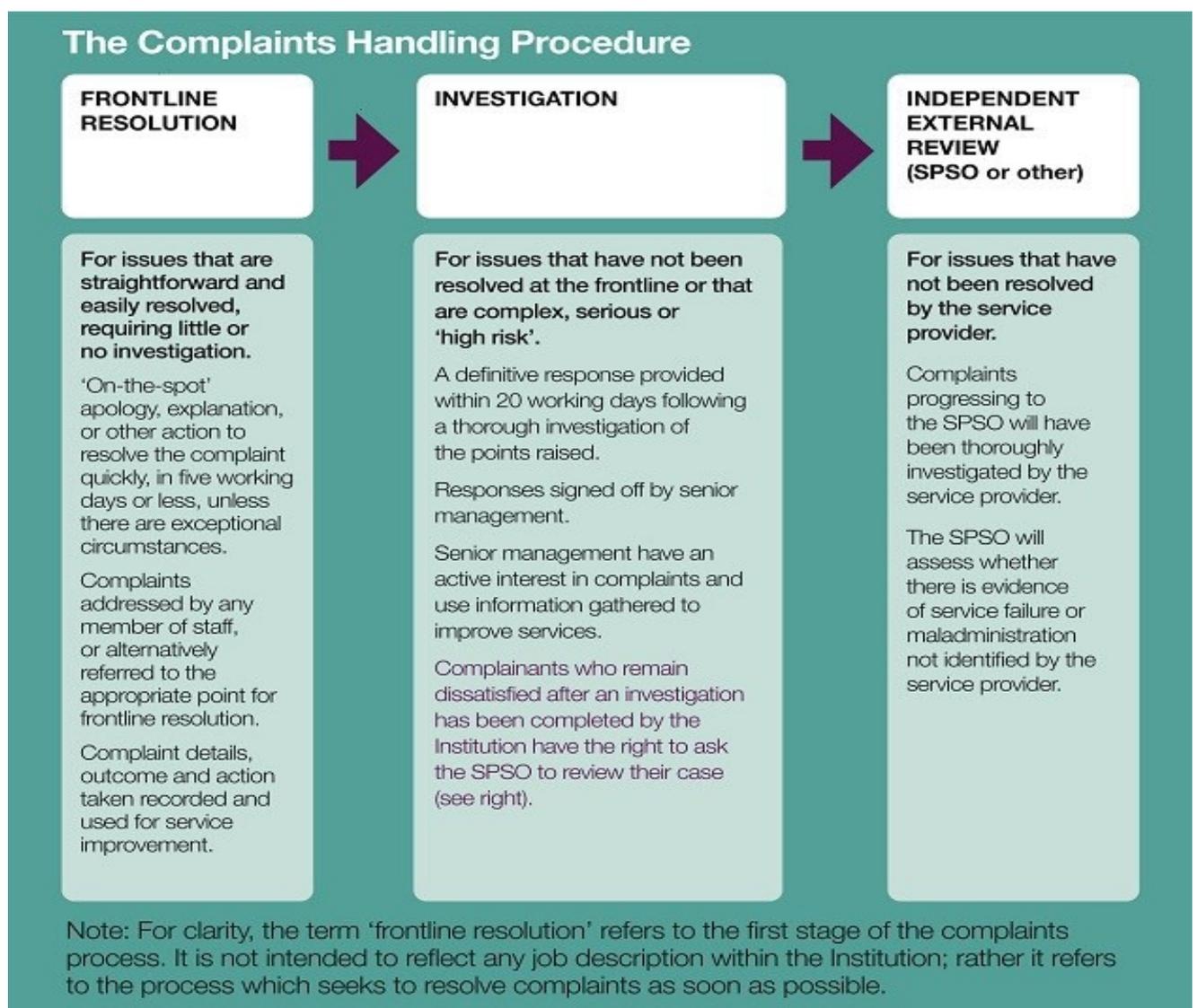
3 The Complaint Handling Procedure

3.1 Overview

The CHP is intended to provide a quick, simple and streamlined procedure with a strong focus on early resolution by empowered and well-trained staff. The procedure involves up to two stages:.

Stage 1 - Frontline Resolution seeks to resolve straightforward complaints swiftly and effectively at the point at which the complaint is made, or as close to that point as possible.

Stage 2 - Complaint Investigation is appropriate where a complainant is dissatisfied with the outcome of frontline resolution, or where frontline resolution is not possible or appropriate due to the complexity or seriousness of the case.



3.2 Stage 1: Frontline Resolution – to be completed within five working days

Anyone who has a complaint is encouraged to raise it initially at the point of, or as close to the point of, becoming aware of it as possible and to raise it with the department or service area in which the issue arose. Complaints at this stage may be made face-to-face, by phone, in writing or by email.

The purpose of frontline resolution is to attempt to resolve as quickly as possible complaints which are straightforward and require little or no investigation. Complaints at this stage of the process may be addressed by any relevant member of GSA's staff and may be handled by way of a face-to-face discussion with the complainant, or by asking an appropriate member of staff to deal with the complaint.

Members of staff to whom complaints are made will consider some key questions:

- Is this a complaint or should the individual be referred to another procedure?
- What specifically is the complaint (or complaints) about and which area(s) of GSA is /are involved?
- What outcome is the complainant hoping for and can it be achieved?
- Is this complaint straightforward and likely to be resolved with little or no investigation?
- Can the complaint be resolved on the spot by providing an apology /explanation/ alternative solution?
- If I cannot help, can another member of staff assist in seeking a frontline resolution?
- What assistance can be provided to the complainant in taking this forward?

Resolution may be achieved by providing an on-the-spot explanation of why the issue occurred and/or an apology and, where possible, what will be done to stop this happening in the future.

If responsibility for the issue being complained about lies in the staff member's area of work, every attempt will be made to resolve the problem at source. If responsibility lies elsewhere, the staff member receiving the complaint will liaise with the relevant area rather than simply passing the complainant on to another office.

3.3 Extension to the five-day timeline

Frontline resolution should normally be completed within five working days, though a resolution may be achieved more quickly. In exceptional circumstances a short extension of time may be necessary to increase the possibility of resolving the complaint at the frontline resolution stage (for example, by obtaining information from other areas where no single area of GSA is responsible for the issue(s) being complained about). Where an extension is required this must be agreed by an appropriate senior manager. The complainant must be told of the reasons for extending the deadline and advised of the new timescale for resolution.

3.4 Closing the complaint at the frontline resolution stage

The outcome will be communicated to the complainant. This may be face-to-face, by phone, in writing or by email. There is no requirement to send out further written communication to the complainant, although GSA may issue a written response where it seems helpful to do so.

Once a decision has been issued, the record of the complaint must be updated on the

recording system, including details of the decision reached. The complaint should then be closed.

3.5 Stage 2: Complaint Investigation – to be completed within 20 working days

These complaints may already have been considered at the frontline resolution stage, or they may be complaints identified upon receipt as appropriate for immediate investigation.

A complaint will be moved to the investigation stage when:

- frontline resolution was attempted, but the complainant remains dissatisfied. This may be after the case has been closed following the frontline resolution stage
- the issues raised are complex and will require detailed investigation
- the complaint relates to issues that have been identified by GSA as high risk or high profile.

Special attention will be given to identifying complaints considered high risk or high profile, as these may require particular action or may raise critical issues requiring direct input from senior management. Potential high risk /high profile complaints may:

- involve a death or terminal illness
- involve serious service failure, for example major delays in service provision or repeated failures to provide a service
- generate significant and on-going press interest
- pose a serious operational risk to GSA
- present issues of a highly sensitive nature.

A person can make a complaint in writing, in person, by telephone, by email or online or by having someone complain on their behalf. Where it is clear that a complaint will need to be considered at the investigation stage rather than through frontline resolution, the complainant will be asked to complete the appropriate complaint form to provide full details of the complaint and any relevant documentation. If they choose not to write it down and would prefer to complain in person, the complaint form can be completed with them and a letter to confirm the scope of the complaint issued to them.

The purpose of conducting an investigation is to establish all of the facts relevant to the points made in the complaint and to provide a full, objective and proportionate response to the complainant that represents GSA's definitive position.

3.6 What GSA will do when it receives a complaint for Stage 2 Complaint Investigation

GSA will allocate the complaint to a Complaint Investigator. It is important to be clear from the start of the investigation stage exactly what is being investigated, and to ensure that both the complainant and the investigator understand the scope of the investigation. In discussion with the complainant, three key questions should be considered:

1. What specifically is the complaint (or complaints)?
2. What does the complainant hope to achieve by complaining?
3. Do the complainant's expectations appear to be reasonable and achievable?

If the complainant's expectations appear to exceed what GSA can reasonably provide or are not within GSA's power to provide, the complainant will be advised of this as soon as possible in order to manage expectations about possible outcomes.

Details of the complaint must be recorded on the system for recording complaints. Where the complaint has been through the frontline resolution stage this must be shown in the complaints log. At the conclusion of the investigation the log must be updated to reflect the final outcome and any action taken in response to the complaint.

The Central Complaints Register for logging complaints can be found at <http://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/complaints/>. Submission of the form will log the complaint centrally for reviewing and reporting purposes.

3.7 Timelines at Stage 2 Complaint Investigation

The following deadlines will be used for cases at the investigation stage of the CHP:

- complaints will be acknowledged in writing within three working days
- GSA will provide a full response to the complaint as soon as possible but not later than 20 working days from the time that the complaint was received for investigation.

3.8 Extension to the timeline

Not all investigations will be able to meet this deadline; for example, some complaints are so complex that they will require careful consideration and detailed investigation beyond the 20 working days' timeline. Where there are clear and justifiable reasons for extending the timescale, senior management will exercise judgement and will set time limits on any extended investigation, with the agreement of the complainant. If the complainant does not agree to an extension but it is unavoidable and reasonable, then senior management must consider and confirm the extension. In such circumstances, the complainant must be kept updated on the reason for the delay and given a revised timescale for bringing the investigation to a conclusion. It is expected, however, that this will be the exception and that GSA will always strive to deliver a definitive response to the complaint within 20 working days.

Where an extension has been agreed, this will be recorded appropriately and the proportion of complaints that exceed the 20 working day-limit will be evident from reported statistics.

3.9 Mediation and other dispute resolution options

Some complex complaints (where, for example, the complainant and/or other involved parties have become entrenched in their position) may benefit from a different approach to resolving the complaint. Using mediation can help both parties to understand what is driving the complaint, and may be more likely to result in a mutually satisfactory conclusion being reached. Whilst GSA does not have a formal mediation service, parties wishing to consider alternatives to complaint investigation should enquire about this with the investigator. Where other means of dispute resolution are attempted, the complaint investigation will be suspended pending the outcome. If the complaint is not resolved by alternative resolution

techniques, complaint investigation will be resumed and revised timescales will be agreed.

3.10 Closing the complaint at the Complaint Investigation stage

The outcome of the investigation will be communicated to the complainant in writing. The decision, and details of how and when it was communicated to the complainant, must be recorded on the system for recording complaints. The decision will also advise the complainant about:

- their right to ask the SPSO to review the complaint
- the time limit for doing so
- how to contact the SPSO

4 Independent external review (SPSO)

4.1 Role of the SPSO

Once the Stage 2 Complaint Investigation has been completed, the complainant is entitled to ask the SPSO to look at their complaint. The SPSO considers complaints from people who remain dissatisfied at the conclusion of GSA's CHP. The SPSO looks at issues such as service failure and maladministration (administrative fault) as well as the way GSA has handled the complaint.

4.2 Contact information for the SPSO

The SPSO requires GSA to use the wording below to inform complainants of their right to ask the SPSO to review the complaint.

Information about the SPSO

The Scottish Public Services Ombudsman (SPSO) is the final stage for complaints about public services in Scotland. This includes complaints about Scottish universities. If you remain dissatisfied with a GSA after its complaints process, you can ask the SPSO to look at your complaint. The SPSO cannot normally look at complaints:

- where you have not gone all the way through GSA's complaints handling procedure
- more than 12 months after you became aware of the matter you want to complain about, or
- that have been or are being considered in court.

The SPSO's contact details are:

By Post:	SPSO, 4 Melville Street, Edinburgh, EH3 7NS
Freephone:	0800 377 7330 or call 0131 225 5300
Fax:	0800 377 7331
Online contact:	www.spsso.org.uk/contact-us
Website:	www.spsso.org.uk Mobile site: http://m.spsso.org.uk
Freepost:	EH641 Edinburgh EH3 OBR

5 Governance of the Complaint Handling Procedure

5.1 Staff roles and responsibilities

All staff will be aware of:

- The Complaints Handling Procedure
- how to handle and record complaints at the frontline resolution stage
- who they can refer a complaint to if they are unable to handle the matter personally
- the need to try and resolve complaints early and as locally (within their department) as possible and
- their clear authority to attempt to resolve any complaints they may be called upon to deal with.

Senior management will ensure that:

- GSA's final position on a complaint investigation is signed off by an appropriate senior member of staff in order to provide assurance that this is the definitive response of GSA and that the complainant's concerns have been taken seriously
- it maintains overall responsibility and accountability for the management and governance of complaints handling within GSA
- it has an active role in, and understanding of, the CHP (although not necessarily involved in the decision making process of complaints handling)
- mechanisms are in place to ensure a consistent approach to the way complaints handling information is managed, monitored, reviewed and reported at all levels in GSA, and
- complaints information is used to improve services, and this is evident from regular publications.

Director: The Director provides leadership and direction to the Institution. This includes ensuring that there is an effective CHP with a robust investigation process which demonstrates that organisational learning is in place. The Director may delegate responsibility for the procedure, but must receive assurance of complaints performance by way of regular reporting. They should also ensure that complaints are used to identify service improvements, and that these improvements are implemented, and learning fed back to the wider organisation as appropriate.

Heads of School/Board or the Member of the Executive Group responsible for the Support Department: May be involved in the investigation. As a senior officer they may be responsible for preparing and would normally sign response letters to complainants and therefore must be satisfied that the investigation is complete and that their response addresses all aspects of the complaint.

Complaints Investigator: The Complaints Investigator is a suitably trained staff member responsible for the conduct of the complaints investigation where the frontline resolution by a member of staff is deemed unacceptable by the complainant. They are involved in the investigation and the co-ordination of all aspects of the response to the complainant. This may include preparing a comprehensive written report, including details of any recommended procedural changes to service delivery. Complaints Investigators must have a clear remit to investigate effectively and reach robust decisions on more complex complaints. This also requires clear direction and support from senior management on the extent and limits of discretion and responsibilities in investigating and resolving complaints, including the ability to identify failings, take effective remedial action and apologise, where it is appropriate to do

so. An appropriate staff member will be nominated for each School/Board or grouping of support departments to serve this function.

All staff: A complaint may be made to any member of staff. All staff must, therefore, be aware of the CHP and how to handle and record complaints at the frontline resolution stage. They should also be aware of who to refer a complaint to, in case they are not able to personally handle the matter. We encourage all staff to try to resolve complaints early, as close to the point of service delivery as possible, and quickly to prevent escalation.

SPSO liaison officer (or officer with this responsibility): This staff member's role may include providing complaints information in an orderly, structured way within requested timescales, providing comments on factual accuracy on behalf of GSA in response to SPSO reports, confirming recommendations have been implemented, and providing evidence to verify this.

Complaints against members of GSA staff

Staff will be informed at the earliest opportunity if a complaint has been made against them. GSA Human Resources will be informed if it is judged that the allegation is of a serious nature. Where a complaint is raised against a senior member of staff, it is particularly important that the investigation is considered by an individual who is independent of the situation. In line with section 2.3 (Disclosure of Personal Details of Complainant(s)), the investigation process may reveal the content of the complaint and the individual making the complaint with the subject of the complaint in order to ensure an effective investigation.

We must ensure that there are strong governance arrangements in place that set out clear procedures for handling such complaints.

Suggested channels for complaints about senior staff:

- Complaint about a member of the Executive Group is handled by a member of the Directorate
- Complaint about a member of the Directorate is handled by the Director
- Complaint about the Director is handled by the Chair of the Board of Governors

6 Recording, reporting, publicising and learning

Valuable feedback is obtained through complaints. One of the objectives of the CHP is to identify opportunities to improve provision of services across GSA. Staff must record all complaints so that complaints data can be used for analysis and management reporting. By recording and using complaints information in this way, the causes of complaints can be identified and addressed and, where appropriate, training opportunities can be identified and improvements introduced.

6.1 Recording complaints

To collect suitable data, it is essential that all complaints are recorded in sufficient detail. The minimum requirements are as follows:

- name and contact details of the complainant
- date of receipt of the complaint
- how the complaint was received

- category of complaint
- staff member responsible for handling the complaint
- department to which the complaint relates
- action taken and outcome at frontline resolution stage
- date the complaint was closed at the frontline resolution stage
- date the investigation stage was initiated (if applicable)
- action taken and outcome at investigation stage (if applicable)
- date the complaint was closed at the investigation stage (if applicable)
- underlying cause and remedial action taken (if applicable)
- response times at each stage

GSA has structured systems for recording complaints, their outcomes and any resulting action so that the complaint data can be used for internal reporting as indicated below.

6.2 Reporting of complaints

GSA has a system for the internal reporting of complaints information. Regularly reporting the analysis of complaints information helps to inform management of where improvements are required. Information reported internally will include:

- performance statistics, detailing complaints volumes, types and key performance information, for example on time taken and stage at which complaints were resolved
- the trends and outcomes of complaints and the actions taken in response including examples to demonstrate how complaints have helped improve services.

This information will be reported at least quarterly to the Executive Group and at least annually to Board of Directors.

6.3 Publicising complaints performance information

GSA will publish on a quarterly basis a summary of complaints outcomes, trends and actions taken to improve services. This may also include positive feedback from students and members of the public.

This demonstrates GSA's approach to improving services on the basis of complaints and shows that complaints can influence our services. It also helps ensure transparency in our complaints handling and will help to demonstrate to our students and members of the public that we value their complaints.

GSA will report on complaint handling performance annually in line with SPSO requirements.

6.4 Learning from complaints

Complaint Investigators will always try to ensure that all parties involved understand the findings of the investigation and any decisions made. Senior management will ensure that GSA has procedures in place to act on issues that are identified. These procedures facilitate:

- using complaints data to identify the root cause of complaints
- taking action to reduce the chance of this happening again

- recording the details of corrective action in the complaints file
- systematically reviewing complaints performance reports to improve performance.

The analysis of management reports detailing complaints performance will help to ensure that any trends or wider issues which may not be obvious from individual complaints are quickly identified and addressed. Where GSA identifies the need for service improvement, the relevant Executive member will be notified.

7 Maintaining confidentiality

7.1 Confidentiality and general data protection

Staff should handle all complaints confidentially and ensure that information about individual investigations will only be shared with those who have a legitimate access requirement. In determining access requirements GSA will have regard to legislative requirements; for example, data protection legislation and freedom of information legislation and also internal policies on confidentiality and the use of complainant information.

Complainants will be advised that if they wish to share personal data which relates to a 'special category of data', for example: race; ethnic origin; politics; religion; genetics; biometrics (where used for ID purposes); health; disability or sexual orientation, GSA will require consent from the complainant before processing the complaint. In such circumstances, staff handling complaints should ask the complainant to complete a consent form, which can be found [here](#).

7.2 Reporting outcomes

Once the investigation is completed, a copy of the Investigator's Report will be sent to the complainant. A copy will also be sent to the relevant Head of School/Service/Department in order to ensure that any recommendations or actions arising from the Report are taken forward as appropriate.

Please note: Upon receipt of the Investigator's Report, there is a requirement that the Head of School/Service/Department meets with the subject of the complaint to discuss the findings, including any recommendations or next steps contained in the Investigator's Report.

8 Managing unreasonable complaints and/or unacceptable behaviour

8.1 Basic principles and expectations

GSA values complaints as an important tool in enabling students and recent students, applicants and members of the public to raise matters of concern with GSA. We seek to learn from complaints, in order to improve what we do and how we work with our students and in the community. We look at all complaints which we receive.

We occasionally receive complaints which we are unable to resolve, or where we consider it would be a disproportionate use of staff time to look further at the complaint, and in these cases we will advise the complainant why we are not taking matters further.

Very occasionally, a complainant will behave in a way which we consider unacceptable, and in these cases too we may restrict or deny further access to the complaint handling procedure. This may be because of:

- aggressive or abusive behaviour
- other types of unreasonable behaviour such as excessive levels of contact.

8.2 Unreasonable demands, and complaints with no prospect of success

Where GSA receives a complaint where there is no prospect of an outcome which would satisfy the complainant, we may decide that it would be an unreasonable use of staff, time and resources to investigate the complaint further, because doing so would impact substantially on the work of the office with no prospect of a satisfactory outcome for the complainant. Examples of situations where we may decide it would be unreasonable to consider the complaint further include:

- matters which are outwith GSA's jurisdiction – for example, a complaint about a new building, the planning application for which was approved by the local authority; or a complaint about road surfaces following work carried out by a utility company
- matters where a full explanation has already been given, and where there is nothing further GSA can do – for example, a complaint about the level of fees charged to an international student, where those fees have been clearly published in advance of that student's admission and where the student clearly falls within the definition of 'overseas' set by the relevant legislation
- matters where policy has been decided (either by GSA or by a relevant professional body) in relation to entry qualifications – for example, a complaint that school-level qualifications obtained many years ago are not recognised for admission purposes due to passage of time
- matters where the outcome being sought is disproportionate to the issue being complained about – for example, a request for a wholesale review of security procedures following the loss of a small item of personal property accidentally left in a lecture theatre
- matters where the complaint arises from a difference of view or opinion – for example, a complaint that research publicised by GSA advances science in the wrong direction; or a complaint that a public lecture offered political views to which the complainant is opposed.

In all cases where we decide not to conduct a Stage 2 investigation of the complaint, we will advise the complainant of our reasons for not doing so, will ensure that they have been given a full explanation as to why nothing further is being done with their complaint, and will advise them of their right to refer the matter to SPSO for a review of our handling of the complaint.

8.3 Aggressive or abusive behaviour

Complainants are subject to the same expectations regarding their behaviour as all others who interact with GSA, its staff and students. Complainants should feel free to raise matters of concern without risk of disadvantage (and to raise more than one complaint if necessary), but where a complainant's behaviour over the complaint is deemed to be unacceptable, GSA reserves the right to invoke other procedures as necessary.

GSA has a duty to protect staff from unacceptable behaviour, and aggressive or abusive behaviour towards staff will not be tolerated. In addition to any physical threats, the definition of unacceptable behaviour includes threats, verbal abuse, derogatory remarks or rudeness and

any written or verbal content which may cause staff to feel afraid, threatened or abused. Inflammatory remarks and unsubstantiated allegations are also considered unacceptable. If physical violence is threatened or used, GSA will always report this to the police. In cases where other behaviour is considered abusive to staff or contains unsubstantiated allegations, the complainant will be advised that their language is considered unacceptable, they will be asked to moderate their behaviour, and they will be warned that if the unacceptable action or behaviour continues, GSA will cease to respond to them. If the complainant is a student, unacceptable behaviour may result in referral under the Code of Student Conduct.

When unreasonable behaviour limits GSA's ability to communicate with the complainant, reasonable attempts will nevertheless be made to investigate and report on the complaint, on the basis of written evidence produced up to the point at which contact has been restricted.

8.4 Other unacceptable behaviour

We aim to maintain a reasonable dialogue with complainants throughout the progress of their complaint, but occasionally we encounter behaviour which we consider unacceptable, and which may lead us to restrict or deny further access to the Complaint Handling Procedure. Examples of unacceptable behaviour include:

- making unreasonable demands – insisting on speaking to a particular staff member, demanding responses within unreasonable time scales, changing the substance of the complaint and/or adding new matters to the complaint
- unreasonable levels of contact – making an unreasonable number of calls or visits in connection with the complaint, sending an unreasonable number of emails, or submitting an excessive amount of documentation which is not clearly relevant to the complaint
- unreasonable persistence, and/or refusal to accept a decision or explanation – insisting on further explanations or responses when a matter has already been explained fully, and/or requesting that a complaint be investigated further or re-opened after investigation has been completed
- unreasonable use of the complaint handling procedure – raising a large number of complaints (whether related or not); or demanding a Stage 2 investigation where there has been no attempt to resolve a simple matter at Stage 1 of the procedure
- any behaviour where the effect of this is to harass staff or prevent them from pursuing their legitimate business or implementing a legitimate decision – raising the same or similar issues with multiple members of staff or different offices; or seeking to involve external agencies (other than EUSA) in the resolution of an internal [GSA] matter
- failure to cooperate with reasonable requests from the Complaint Investigator – failing to respond within a reasonable period to any communications from the Complaint Investigator, such as failure to agree a date for an investigatory interview; or failing to return interview notes.
- When unreasonable behaviour limits GSA's ability to communicate with the complainant, reasonable attempts will nevertheless be made to investigate and report on the complaint, on the basis of written evidence produced up to the point at which contact has been

restricted, unless we decide that it would be a disproportionate use of staff, time or resources to take the complaint further.

8.5 Communicating and reporting

If we decide not to progress a complaint because we deem the complainant's behaviour to be unacceptable, we will advise the complainant in writing of our reasons for such a decision. The decision will be taken by a senior member of staff and will normally be final. We will advise the complainant if there is any right of appeal to GSA, but this will generally only be available if significant new information comes to light. In the event of an appeal, a senior member of staff will review the decision which was previously made, and consider whether the complaint should now be progressed. In all cases where we give a final decision, we will advise the complainant of their right to ask the SPSO to review our decision not to progress the complaint.

All complaints are logged, including those where we decide not to progress the complaint. Data on complaint numbers, including number of cases where a decision is made to restrict access, will be reported regularly to the relevant committees for review of the operation of the Complaint Handling Procedure, and so that any trends may be reviewed.

9 Support

9.1 Supporting the Complainant

Reasonable adjustments and accessibility

Anyone who receives, requests or is directly affected by the services GSA provides has the right to access the complaint handling procedure. GSA will seek to make reasonable adjustments to enable complainants with specific needs to access the CHP easily.

Complainants who do not have English as a first language may need help with interpretation and translation services. Other complainants may have specific needs which GSA will seek to address to ensure easy access to the CHP by making reasonable adjustments to help the complainant. There are a number of support services available which can provide helpful support to those who wish to pursue a complaint with the Institution.

Please see the following for further information: www.gsa.ac.uk/life/student-support-services/

9.2 Supporting the subject of a Complaint

Where the complaint is against a student, the student complained against may be represented by the Student Representative Council or by any other appointed representative.

More information about the SRC can be found here:

<http://www.theartschool.co.uk/student/student-representative-council/>

Where the complaint is against a member of staff, the member of staff may be represented by a Union official or any other representative.

The Complaints Handling Procedure

