

# Top tips for making a complaint

1

## Get Support

Talk to a parent, carer, friend or someone you trust and ask them to help you. They can even be with you when you complain. You can also use an interpreter if you need to.



2

## Find out how

Sometimes it is tricky to know how to make a complaint. It is usually best to talk to any staff member.

- a. Talk to someone at the College you feel comfortable with or check out the website to find out about our complaints system.
- b. Find out who is the person who is responsible for complaints. This will save you from having to tell lots of people your full story.
- c. What are the different ways you can make a complaint (face-to-face, by phone, in writing – letter, email, any others)?

If you are not safe or do not want to talk to someone in the College there are other people who can help you. Check out [ccyp.wa.gov.au](http://ccyp.wa.gov.au)



3

## Plan what you want to say

Write down what you are not happy about and how this has affected you. Also decide what you think should be done.

This will help you when you have to talk about it. You may need to tell a couple of people in the process, so it will also help you remember what you've said before.

# 4

## Be calm and ask questions

When you make your complaint, try to be calm and polite even if you feel upset. College staff should also treat you with respect.



Ask as many questions as you like. You may want to know:

- How they will keep your complaint private?
- What will happen next?
- Who will get back to you and your support person?
- When will they get back to you?
- If you're not happy about the result of your complaint what is the next step – who will review your complaint then?

# 5

## Keep notes

Write down who you speak or write to, the dates, anything they promise they will do and the date they say they will get back to you. This will help you keep track of things. You can also write down how you feel about the complaint process, this may be useful later.



# 6

## Keep at it

Don't be afraid to complain further if you are still not safe or feel the matter has not been resolved fairly.