

Complaints Procedure

The Complaints Officer is
the Director of Services:
Michael Williams



A complaint can be made in a number of ways:



In Person

- To staff on duty; to a Care Manager or directly to the Complaints Officer



By Telephone

- To a Care Manager or directly to the Complaints Officer



By Letter

- Directly to the Complaints Officer;
- c/o 1 & 2 Hillside, Greystones, Co. Wicklow



By e-mail

- Directly to the Complaints Officer;
- at michaelwilliams@peacehaventrust.com

For written complaints, please try and give a full and clear description of the concern, including names, dates and locations, so that the complaint can be answered quickly.

A complaint must be made within 12 months of the event concerned, or from when you first knew of the concern.

**Timeline For
Dealing with a
Complaint:**



**The four ways
to resolve a
complaint:**



A complaint or an outstanding complaint can be reviewed by the Ombudsman.

All Peacehaven Trust CLG Complaints are externally monitored by Caroline Yeomans.

