



Oadby Baptist Church

COMPLAINTS POLICY

Version		Date	Changes
1	Based on BU templates	2026	

1. Introduction

The primary purpose of this Complaints Policy is to provide a process for dealing with complaints relating to the behaviour of, or activities and decisions taken by, the church's staff, charity trustees, or volunteers.

Please note that there is a separate complaints procedure for complaints about a nationally accredited Baptist Minister, Baptist Minister in Training, Nationally Accredited Baptist Church Worker, or a Nationally Recognised Baptist Pastor. That procedure is available at:

https://www.baptist.org.uk/Articles/520969/Complaint_against_Accredited.aspx.

You can find out if someone is a nationally accredited Baptist Minister by looking them up on the directory of nationally accredited Baptist Ministers at <https://www.baptist.org.uk/Articles/504943/Ministries.aspx>.

2. General Principles

Wherever possible the church would prefer to follow Scriptural principles of reconciling differences. However, on occasion attempts to resolve an issue informally may fail or may not be appropriate. This Complaints Policy is available for such cases.

3. Can I make a complaint?

Yes. You do not have to be a member of the church to make a complaint. If you believe you have reasonable grounds to make a complaint and you cannot resolve the issue informally or believe it would not be appropriate to do so, you can make a complaint.

4. What kind of complaint can I make using this procedure?

You can make a complaint about:

- a. The services that the church provides.
For example, toddler groups, foodbanks, baptisms, weddings and funerals. Poor service might include dirty facilities or the trustees failing to carry out fire extinguisher tests or other health & safety requirements.
- b. The behaviour of a church employee, trustee or volunteer that has affected you or someone for whom you are responsible.
For example, inappropriate language or behaviour; persistent late payment of bills; sexual harassment or unlawful discrimination.
- c. The application of church policies and procedures, or decisions made by the church, that affect you or someone for whom you are responsible.
For example, the church withdrawing financial support for a community group.

You should report any safeguarding concern to the church's safeguarding officer Anne Clow on safeguarding@oadbybaptist.church.

5. What kind of complaints are not suitable for this procedure?

- a. Safeguarding concerns relating to child or adult protection. Any safeguarding concern should be reported to church's safeguarding officer following the church's safeguarding procedure. For the church policy and contact details for safeguarding please visit the church website:
<https://oadbybaptist.church/safeguarding/>
- b. A complaint about the conduct or service of an accredited Baptist Minister, Baptist Minister in Training, Nationally Accredited Baptist Church Worker, or a Nationally Recognised Baptist Pastor – see item 1.
- c. An employment grievance.

The church has a staff grievance procedure. Employment-related grievances should be dealt with in accordance with that grievance procedure.

6. How do I make a complaint and how will the church deal with it?

You should submit your complaint in writing using the church's complaints form (see Appendix 1), returning this to the Church Secretary, (Mrs) Chris Swan on chris.swan@oadbybaptist.church or in writing to the church, addressed to Mrs Chris Swan, Oadby Baptist Church, Leicester Rd, Oadby, Leicester, LE2 5BD.

Complaints should be made within 28 days of an incident taking place. Consideration of a complaint after this time will be at the discretion of the trustees.

On receipt of your complaint, the church, acting through its charity trustees, will:

- a. Acknowledge your complaint and tell you who will review it, in most circumstances this will be within 7 days of receipt, but as church trustees are volunteers there may be exceptions when this takes longer;
- b. Begin the review, contacting you for further information if needed; finding out what happened, when it happened, and who was involved, and if necessary, interviewing people involved;
- c. Inform the person who is the subject of the complaint about the nature of the complaint unless this would seriously prejudice the review;
- d. Recommend what remedial action, if any, should be taken, giving reasons;
- e. Write to you informing you of the outcome of the review.

The church may, on occasion, receive related complaints, or several people may make the same complaint. Depending upon the nature of the complaint and when each complaint is received, the trustees may decide to consolidate the review or to deal with the earliest complaint first.

The more complex the complaint is, the longer it may take the church to respond. This is especially likely if the complaint relates to historic matters or several people need to be interviewed. Please understand that if the police investigate the person who is the subject of the complaint in relation to the same or related matters, the church may not be able to begin or complete the review until the police have completed their investigations.

Please be aware that the church may decide that it is under a duty to report the matter to statutory authorities or the Charity Commission. If this is the case, the church will write to you to tell you this.

The church will treat the facts and content of your complaint carefully and in line with the church's Data Protection Policy <https://oadbybaptist.church/privacy-policy/> However, on occasion, the church may need to make a public statement about the subject matter of the complaint, report it to statutory authorities or seek professional advice, and consequently the church cannot guarantee to keep your complaint confidential. You should maintain reasonable confidentiality as to the nature and content of your complaint, other than to seek professional advice if required. Once you have submitted your complaint and while the matter is being reviewed, you should avoid communicating with the person complained about.

7. What if I am not happy with how the church deals with my complaint?

You should write to the Church Secretary stating that you want to appeal and the grounds for your appeal. The Church Secretary will consult with the church leadership to determine if another member of the leadership team and independent Association Regional Minister or someone of similar standing and experience can review your appeal, and if so, how long it will take for that person to review your appeal. If the church is unable to allocate someone to review your appeal, the Church Secretary will let you know, and advise you instead to consider contacting the Charity Commission. An appeal should not include new evidence, unless you could not with reasonable diligence have provided that evidence when you first complained.

If you are unhappy with how the church deals with your complaint, you may choose to contact the Charity Commission, the regulator of charities, using the following form: <https://www.gov.uk/complain-about->

8. Vexatious Complaints

If the church concludes that your complaint is vexatious and you are a church member, the church may consider exercising church discipline. If you are not a church member, the church may not answer any further complaints you make.

Appendix 1



Oadby Baptist Church Complaints Form

Your details	
Name	
Address	
Email address	
Phone number	

Your complaint	
Date	
Group (where applicable)	
Persons (where applicable)	
Complaint about: <i>Briefly describe the nature of your complaint</i>	
Supporting information: <i>State the matter or name of the person who is the subject of the complaint, what happened, when and where.</i> <i>Provide the contact details or statements of any witnesses. Include any additional information that you think would be helpful.</i> <i>If complaining about a decision, explain what the decision was about, when it was taken, and who made it. Explain what impact this decision has had, or you may fear will have, and upon whom.</i> <i>Provide any additional information that you believe would be helpful.</i>	

