

# How I Can Make A Complaint

February 2025



**Contents:**

Page – 2.....What is a Complaint

Page – 2..... When to make a Complaint

Page – 3..... How to make a Complaint

Page – 5..... How my Complaint will be Dealt With

Page – 6..... When a Complaint is Not True

Page – 6..... How Long will it take to deal with my Complaint

Page – 7..... Who will keep me informed

Page – 7..... When my Complaint is Dealt With

Page – 9..... If I am not Happy with the Outcome

Page – 10..... If I am not Happy with the End Result

## What is a Complaint?



A Complaint is anything that I feel is wrong and that I want to see changed.

## I might want to make a Complaint if:



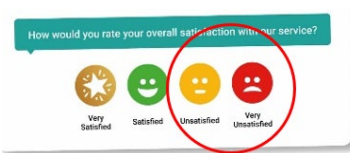
Someone says something to me that I do not like and I do not want them to say it again.



Someone does something to me that I do not like and I do not want it to happen again.

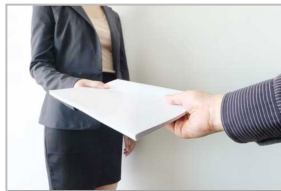


I feel the way a staff member treated me was not fair.



I feel I am not getting the service I need from St Margaret's.

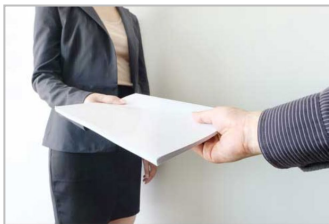
## How do I make a Complaint?



I can **talk to any member of staff.**

They will tell the Team Leader/Person in Charge/Home Coordinator who will try to resolve it with me informally.

If they cannot resolve it, they will support me to write it down and give it to the Complaints Officer.



I can **talk to any Team Leader, Manager, or the Person in Charge/Home Coordinator.** I

can also ring them on 01-2175400 or on the transition phone 087 335 4857.

They may be able to help me resolve my complaint. If they cannot resolve it, they will support me to write it down and give it to the Complaints Officer.

**Complaints Process Form A – Making a Complaint**

Date: \_\_\_\_\_

Complaint sent / given to: \_\_\_\_\_  
*(i.e. Complaints Officer / Staff Members Name)*

From/On behalf of: \_\_\_\_\_

I wish to complain about:  
 \_\_\_\_\_

I think the problem might be put right by:  
 \_\_\_\_\_

Outcome (if resolved locally/informally)/  
 Date sent to Complaints Officer

I can **use the Complaint Form A** which is in the Complaints Policy. I can fill this in on my own or staff can help me write down my complaint.



I can **talk to Karen Devane**. She is the Complaints Officer who will help resolve my complaint.



I can ring her on 01-2175400; or

I can email her at [complaints@irl-iasd.ie](mailto:complaints@irl-iasd.ie)



I can also make a complaint to:

- **The National Advocacy Service** – Telephone 076 1073 000. Email [info@advocacy.ie](mailto:info@advocacy.ie)
- **The Office of the Ombudsman** – Telephone 1890 223 030, Email [ombudsman@ombudsman.gov.ie](mailto:ombudsman@ombudsman.gov.ie)



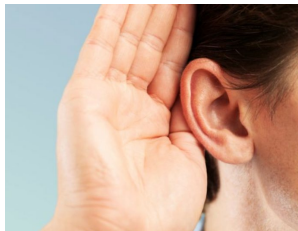


- **Gráinne Cunningham-O'Brien, National Confidential Recipient** - Telephone 087 665 7269  
Email [grainne.cunningham@crhealth.ie](mailto:grainne.cunningham@crhealth.ie)

## **How will my Complaint be dealt with in St Margaret's?**

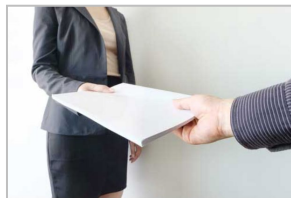


My complaint will be taken seriously.



### **❖ STAGE 1**

The Team Leader / Manager/ Person in Charge will listen to my complaint and, if they can, they will help me with it.



### **❖ STAGE 2**

If they cannot help me with my complaint they will pass it on to the Complaints Officer – this is Stage 2 of the Complaints Process.





Sarah Jane O'Halloran,  
Complaints Investigator



The Complaints Officer will screen my complaint with the Complaints Investigator who will investigate the complaint if necessary.



St Margaret's will try to get me the result I am satisfied with.

### **What will happen if I make a complaint that I know is not true?**





If I make a complaint that I know is not true and could hurt someone else, the Manager may need to pass the complaint to the CEO.

### **How long will it take for my Complaint to be dealt with?**

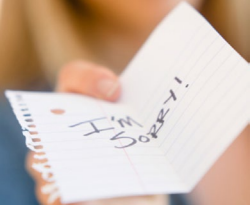




St Margaret's will help me with my complaint as soon as possible. It may take up to 30 days or longer to sort it out.

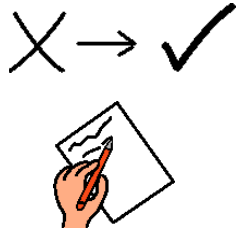


## Who will keep me informed of what is happening with my Complaint?

	<p>The person dealing with my complaint will keep me informed about what is happening.</p>
	<p>The person dealing with my complaint will tell me what the end result is.</p>



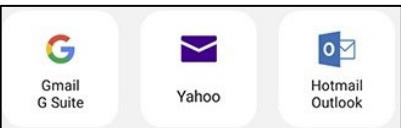
## When my complaint is dealt with, what might happen?

	<p>I may get an apology.</p>
	<p>I may get an explanation in writing.</p>
	<p>St Margaret's might have to say that they were at fault.</p>



	<p>St Margaret's might have to make changes on something.</p>
	<p>St Margaret's might have to make sure that the records they have on me are corrected.</p>
	<p>St Margaret's might have to change the way they do things.</p>

**What if I am not happy with the outcome of my complaint?**

  	<p><b>❖ STAGE 3</b></p> <p>I can complete Complaints Form B and send it to the CEO. I can ask any Team Leader / Manager / Person in Charge to support me in doing this.</p> <p>I can post it to Chief Executive, B3, Nutgrove Office Park, Dublin 14, D14 YK10; Or</p> <p>I can email it to <a href="mailto:breda.oneill@irl-iasd.ie">breda.oneill@irl-iasd.ie</a></p>
---	--

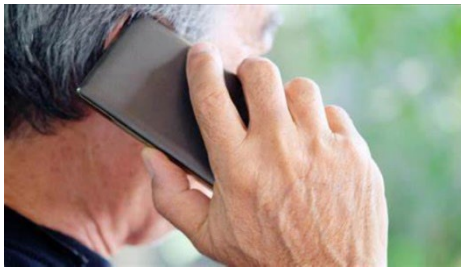
## ❖ STAGE 4: Independent Review

### If I Am Not Happy



What do I do if I am not happy with the end result of my Complaint?

Ring or email the Office of the Ombudsman



### OFFICE OF THE OMBUDSMAN

Telephone No: 01 639 5600

Email: [complaints@ombudsman.ie](mailto:complaints@ombudsman.ie)



I have 30 days to do this once I find out from St Margaret's what the end result is.



# COMPLAINTS

**ARE YOU WORRIED, CONCERNED  
OR UNHAPPY ABOUT  
SOMETHING IN THE SERVICE?**

**IF SO, PLEASE LET US KNOW. YOU CAN:**

**1**

Talk to  
**ANY MEMBER  
OF STAFF**

They will forward your complaint to the Team Leader who may be able to help resolve it with you or support you to put it in writing.



**2**

Talk to  
**ANY TEAM LEADER/  
MANAGER / PERSON IN  
CHARGE**

They may be able to help you resolve the matter. If not, they will support you to write your complaint and send to the Complaints Officer.

Call them on:  
**01-2175400;**  
or  
**the transition phone  
087 335 4857**

**3**

Talk to  
**THE COMPLAINTS  
OFFICER**

Karen Devane is the Complaints Officer who will ensure your complaint is addressed.

Call her on: **01-2175400**

Email her at:

**complaints@irl-iasd.ie**



**4**

Ask a member of staff to help you make contact with the  
**NATIONAL ADVOCACY SERVICE**

Telephone No: **076 1073 000**

Email: **info@advocacy.ie**



**5**

Ask a member of staff to help you make contact with the  
**OFFICE OF THE OMBUDSMAN**

Telephone No: **01 639 5600**

Email: **complaints@ombudsman.ie**



**6**

Ask a member of staff to help you make contact with  
**GRÁINNE CUNNINGHAM-O'BRIEN**

Telephone No: **087 665 7269**

Email: **grainne.cunningham@crhealth.ie**



**St. Margaret's Network**  
*Independence, Autonomy, Self-direction*

**YOUR SERVICE, YOUR SAY**