
RED KITE THAI BOXING GYM LTD - COMPLAINTS POLICY

We take our responsibility to treat our members fairly and with respect very seriously. Accordingly, whilst it's always disappointing to hear of a complaint, we welcome the opportunity to resolve your concerns and improve the way in which we run our club.

Raising A Complaint

We're sorry you need to raise a concern with Red Kite Thai Boxing Gym Ltd ("Red Kite") Regardless of the nature of your concerns, we want you to know that it will be taken seriously and dealt with as a priority. We welcome complaints via e- mail on the below contact points;

To: Lead Instructor: *Daniel Fletcher.* **E-Mail Address:** *Daniel.fletcher1@mail.com*

Please feel free to raise minor matters with your instructor before or after classes too; we're here to help.

How We Will Receive And Deal With Your Complaint

We will always acknowledge receipt of any complaint raised within 24 hours. From there, we will try and respond in full to your concern or complaint within 2 working weeks. We will respond to your complaint in writing by email for ease of reference.

If We Can't Satisfy Your Concerns

We hope we can resolve matters amicably with you, and will gladly work through any issues you are encountering until satisfactory resolved. If for any reason you are not confident with our final outcome or you feel that your concern is so serious you do not feel it can be raised with us, you may contact Citizens Advice.

Web: [https:// www.citizensadvice.org](https://www.citizensadvice.org)

E-Mail: safeguarding@bmaba.org.uk

Phone: 0808 278 7883

In Writing: Town Hall Annexe, Birley Street, Preston, Lancashire, PR1 2QE

Please note, Citizen's Advice do not own or have any ultimate authority over our club. They will, however, act as a touchpoint for arbitration matters and will field any safeguarding concerns in confidence.