**Complaints Form**

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| --- | --- |
| **Complainant’s Name:** | **Child’s Name:** |
| **COMPLAINT** | |
|  | |
| **PROPOSED RESOLUTION** | |
|  | |
| **DECLARATION** | |
| I declare that the details I have provided are accurate and correct to the best of my knowledge. | |
| Signature: | Date: |
| Email: | Mobile: |

|  |  |  |
| --- | --- | --- |
| **OFFICE USE ONLY** | | |
| Date of Complaint Received: | Time Complaint Received: | Verbal  Written |
| **INVESTIGATION** | | |
|  | | |
| **ACTION TAKEN** | | |
|  | | |
| **CONFIRMATION** | | |
| Management Name:  Management Position:  Management Signature:  Date: | | |
| **NOTIFICATION** | | |
| Complainant Notified  P & C Executive Notified  Staff Notified | | |