**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:       |

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| --- |
| **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 |