Safeguarding Complaints Form

1. Date complaint received
2. Was the complaint Verbal or Written? If written, please attach
3. To who was the complaint reported?
4. Name and Status of complainant
5. Nature of Complaint. (brief description)
6. Complaint investigated by
7. Outcome of investigation
8. How and when outcome communicated to complainant
9. Any verbal or written response to outcome received by complainant? Yes or No (circle) Verbal or written (circle) If written, please attach. If verbal, brief description
10. Any action for future consideration arising out of the complaint? Yes or No (circle) If Yes, what?
11. Parts 7 – 10 Completed by (signed)..... Date ..... Print name .....