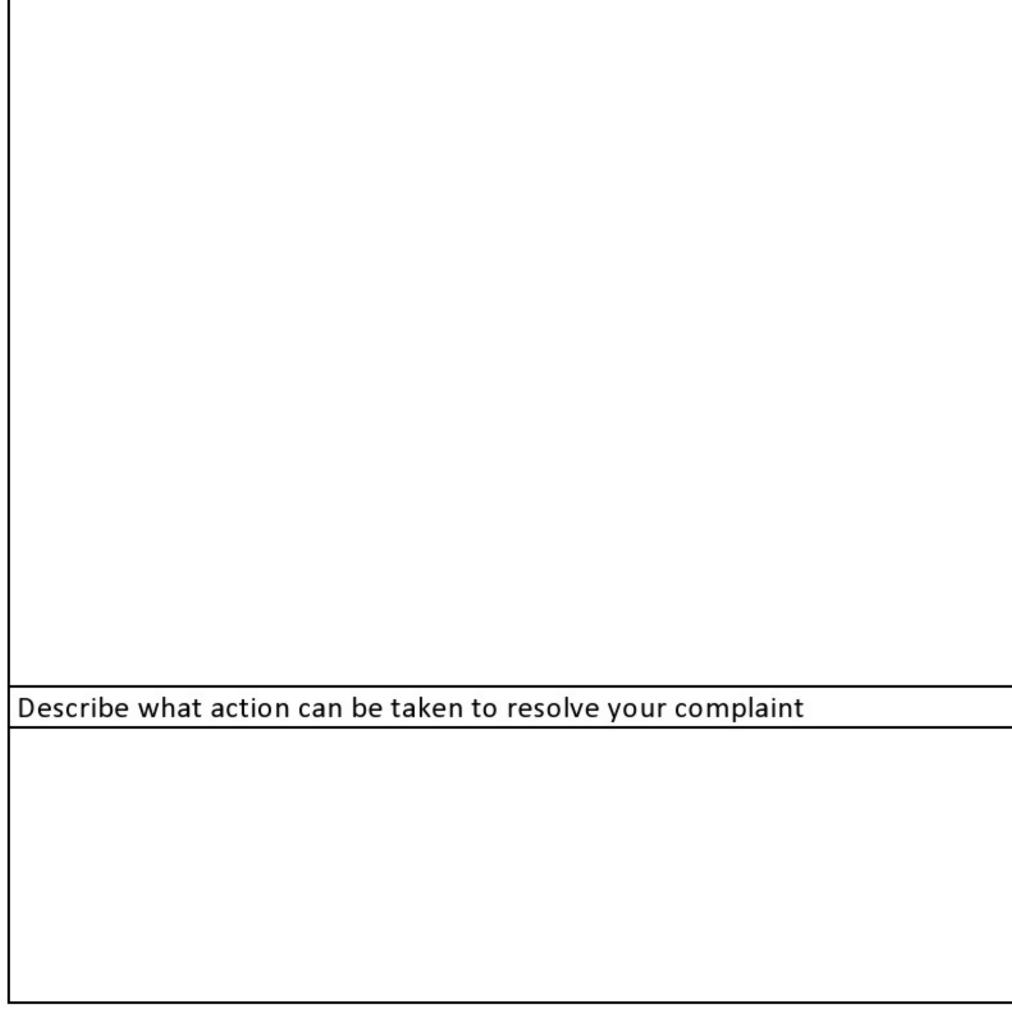
## Nurseries And Schools.org Explore \* Empower \* Decide Recording complaint form

Name of setting	Source of complaint (whom is informing of complaint)	Nature of complaint
Setting managers name	Name of complainant	Contact details of complainant
Person completing this form	Date of complaint	Who did you first report complaint to
Describe in detail the complaint		

Date \_\_\_\_\_ any actions implemented - YES / NO





Complaint recorded by signature: \_\_\_\_\_

Complaint form received by: \_\_\_\_\_

office use only -complaint referred to Area Manager - complaint investigation record

## Recording complaint form

date:		
date:		
d completeddate:		
	any actions implemented - YES / NO	