

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		

office use only –complaint referred to Area Manager - complaint investigation record completeddate:.....

Date _____ signature _____ any actions implemented - YES / NO

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Describe what action can be taken to resolve your complaint

Complaint recorded by signature: _____ date: _____

Complaint form received by: _____ date: _____

office use only –complaint referred to Area Manager - complaint investigation record completeddate:.....

Date _____ signature _____ any actions implemented - YES / NO