

NOTICE OF COMPLAINT



COMPLAINANT DETAILS

Complainant's
Name:

Child's Name:

COMPLAINT

Please provide all details, including date, time and location of incident and names of any witnesses, staff members or children involved. Feel free to use an additional sheet of paper if needed.

PROPOSED RESOLUTION

Summary:

DECLARATION

I declare that the details I have provided are accurate and correct to the best of my knowledge.

Complainant's
Signature:

Date:

Contact Information – email and/or phone number:

NOTICE OF COMPLAINT



OSHC OFFICE USE		
Date Complaint Received:	Time Complaint Received:	<input type="checkbox"/> Verbal <input type="checkbox"/> Written
INVESTIGATION		
Summary of Relevant Information:		
Attachments:		
RESOLUTION/ACTION TAKEN		
Summary of Resolution:		
CONFIRMATION		
Manager's Signature	Date:	
NOTIFICATION		
<input type="checkbox"/> Complainant Notified ____/____/____		
<input type="checkbox"/> P&C Executive Notified ____/____/____		
<input type="checkbox"/> Staff Notified ____/____/____		