



Complaints Form

Please complete as much information as possible so the college can effectively investigate your complaint. Depending on the nature of the complaint, it may take the college between one to three weeks to conduct an investigation and to respond to you.

Name:	Date:
Contact no:	Time of incident:

1) Are you a: Parent/guardian Carer Staff
 Student Other, please specify: _____

2) Who is the complaint about? The college A staff member
 A student Another parent/guardian or carer
 Other, please specify: _____

3) If known, name of person the complaint is about: _____

4) Describe (in detail) the nature of the complaint

5) Have you taken any action to stop the behaviour complained about? Yes No

6) Name of witnesses (if any):

1)
2)
3)

Complainant's signature: _____ Date: _____

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Office Use Only

(Once the complaint has been resolved, ensure this form and any correspondence is filed in the complaints register)

Staff name:	
Position:	

Findings:

Action Taken:

Was the complainant notified of the outcome? Yes

No, why? _____

Signature: _____ Date: _____