**Children and Young Person’s Complaints**

**Please put in envelope in designated tray in main office.**

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| **Reporting Date:** |
| **Date of Incident/s:**  **(this complaint maybe one-off incident but may relate to ongoing situations)** |
| **Name of reporting staff (if concern is ongoing where is this evidence):** |
| **Name of Child:** |
| **Names of any other staff that may have further information regarding this complaint:** |
| **Detail of complaint:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | |  |   **Other child or young person** | **Environment**   |  | | --- | |  | | |  | | --- | |  |   **Staff** | | **Personal Belongings**   |  | | --- | |  | | **Routine**   |  | | --- | |  | | |  | | --- | |  |   **Activities** | | **Incident**   |  | | --- | |  | |  | **Other**   |  | | --- | |  | |   **Please include details:** |

**Date Received: Received by:**

**Informal Investigation required: Yes / No**

**Formal Investigation required: Yes / No**

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| **Notes from senior investigating:** |

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| Outcome for child |

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| Learning for service and how this was implemented |

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| Feedback given to child |

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| --- |
| Feedback given to parents/professional as required |