



Complaint Form – Part A

To be completed by complainant

Date complaint made/received:

Complaint made by:

Name:

Address:

Telephone/email:

Complaint made: (please circle)

in person, letter, email, telephone.

Relationship to setting of person:

Details of complaint: (continue on a separate sheet if necessary)

Complaint Form – Part B

To be completed by the investigating persons

Welfare Requirement complaint relates to: (circle)

- **Safeguarding and Promoting Children’s Welfare**
- **Suitable People**
- **Suitable Premises, Environment and Equipment**
- **Organisation**
- **Documentation**

Outcome of complaint:

Action taken:

Ofsted informed: Date:

By Whom:

Outside mediators: e.g. Department for Children, Schools and Families(DCSF), Early Years Alliance (EYA)

Date of response:

Response to person in raising complaint:

Signed: (minimum of 2 persons)