RECORD OF COMPLAINT

| Date of complaint: | | | Reference no: | | |
|---|--|---|---------------|--|--|
| Source of complaint: | | | | | |
| Parent (in writing, including email) □ Parent (in person) □ Parent (phone call) □ | | Anonymous □ Ofsted (complaint no) □ Other (state) □ | | | |
| Nature of complaint: | | | | | |
| Safeguarding and promoting children's welfare Suitable people Suitable premises, environment and equipment Organisation Documentation Learning and Development | | | | | |
| Details of complaint: | | | | | |
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| How the complaint was dealt with: | | | | |
|--|--------------------------------------|--|--|--|
| Internal investigation □ Investigation by Ofsted □ Investigation by other agencies (state) □ Other (state) □ | | | | |
| Give details of any internal investigation or attach any outcome letter from Ofsted: | | | | |
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| Actions and outcomes: | | | | |
| Internal actions □ Actions agreed by Ofsted □ Changes to registration □ Other action taken by Ofsted □ No action □ | | | | |
| Actions imposed or agreed with other agencies | | | | |
| Give details: | | | | |
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| Has a copy of this record been given to parents? Yes/No (delete as appropriate) | | | | |
| Name of recorder: | Date outcome notified to complainer: | | | |
| | · | | | |
| Signature: | Resolution Date: | | | |
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