



SAFE START SCHOOL
WILLPOWER-NITIAIVE-SUCCESS-IMPATHY

COMPLAINT FORM

The person who has experienced the problem should normally fill in this form. If you are making a complaint on behalf of someone else please fill in Section B also. Please note that before taking forward the complaint we will need to be satisfied that you have the authority to act on behalf of the person concerned. If you are a pupil the school will help you complete the form and explain it to you and will give you a copy of it when completed.

A. Your details

Surname:.....Forname(s):

Title: Mr / Mrs / Ms / Other:

Address&Postcode:

.....
.....
.....

Contact number:Email Address:

How would you prefer us to contact you:.....

B. If you are making a complaint on behalf of someone else, what are their details?

Their name in full:

Address and Postcode:

.....
.....
.....

What is your relationship to them?.....

Why are you making a complaint on their behalf?.....

.....
.....

C. About your complaint

Name the School/Staff member you are complaining about?

What do you think they did wrong or did not do?

.....
.....
.....
.....

Describe how you have been affected:

.....
.....
.....
.....
.....
.....

When did you first become aware of the problem?

.....

If it is more than three months since you first became aware of the problem, please give the reason why you have not complained before:

.....
.....
.....

What do you think should be done to put matters right?

.....
.....
.....

Have you already notified any member of staff about your concerns/complaint? If so, please give brief details about how and when you did so:

.....
.....
.....

Signature of complainant: Date:

Signature if you are making a complaint on behalf of someone else

Signature: Date:

All information will be stored and shared following the Data Protection Act 2018