|  |
| --- |
| **Ref. No:** |

**Child/ren’s Complaint Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Child** |  | **DOB** |  |

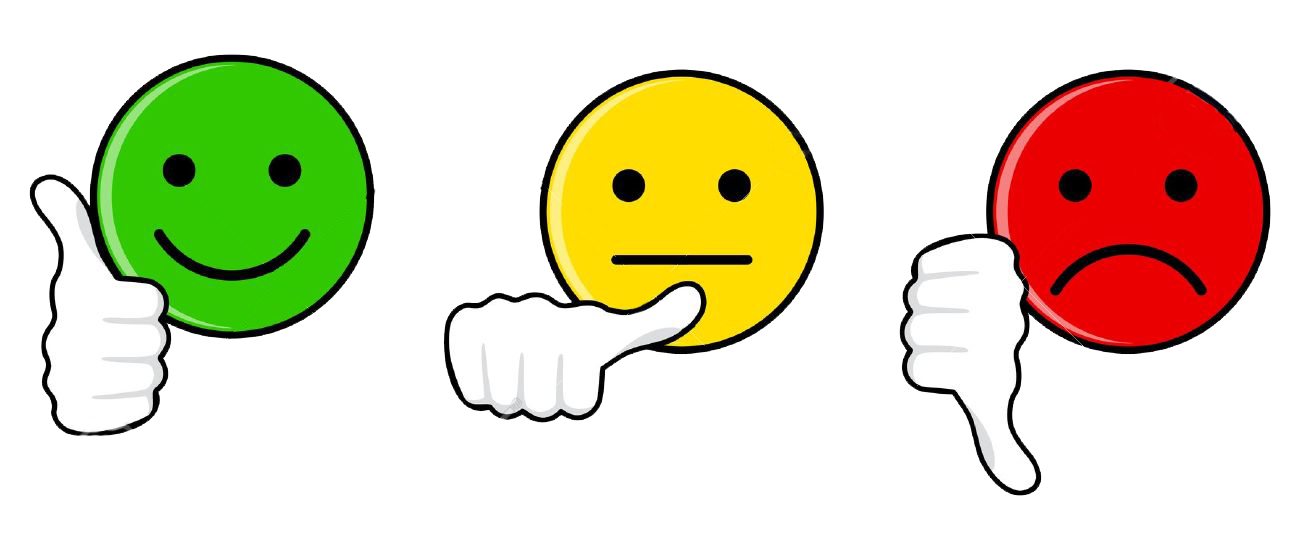
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complaint in Brief:** |  | | | |
| Complaint given to: |  | **Detail Summary of the Complaint** | | |
| Date& Time of the Complaint Logged: |  |  | | |
| Mode of Complaint: |  |
| **Notifications** | **By Whom:** | **Date& Time** | **Mode** | **Comments** |
| **Manager Notified** |  |  |  |  |
| **Social Worker Notified** |  |  |  |  |
| **Complaint’s Manager/ LADO/ Ofsted Notifications if Required** | |  | | |

**Follow Up Action:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action(s) Taken** | **Outcomes of the Complaint** | **Status of the Complaint** | **Proceeding to next stage (Yes/ No)** |
|  |  |  |  |

**FEEDBACK to Child:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Person giving Feedback to Child** | **Date & Time:** | **Mode of Communication** | **Child’s Response** |
|  |  |  |  |

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjrrsLzsaXSAhVDC8AKHa4dDGsQjRwIBw&url=http://tgs-layouts-reviews.blogspot.com/&bvm=bv.147448319,d.ZGg&psig=AFQjCNFbmdCgeuProVlDvTFQQw_NLU_TLA&ust=1487910790041799)

Are you happy with the result?

Do you need an advocate to help you?

Do you wish to proceed to next stage if not satisfied?

|  |
| --- |
| **Manager’s Comments:** |