|  |
| --- |
| **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**  |
|  |  |  |  |



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:** |