

COMPLAINTS AND FEEDBACK POLICY

Date:

Name: Complainant / Accused (*Delete as appropriate*)

Issue	State what happened
a) Details of what occurred	
b) Details of when and where the occurrence took place	
c) Witness details (or attach copies of any witness statements)	
d) Names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed)	
e) Details of any former complaints made about the incident, including the date to whom such complaints were made	

Signed (Complainant /Accused):

f) Action taken	
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Signed (Committee member):

All completed proformas relating to the reported incident should be filed together and kept by the Secretary