

Complaint Record Form

Use this template or adapt it to record complaints in your organisation.

Include what is relevant to your organisation and add any other details if necessary.

This form should be used to record a suspicion, allegation or disclosure of child abuse or a complaint of inappropriate behaviour.

1. **Your name and position:** _____

2. **Name of child or young person involved:** _____

3. **Name of person making the complaint:** _____

4. **Name of the person who the complaint is made against:** _____

5. **Nature of the complaint – include times, date, location and what happened (this can include observations of the child's behaviour)**

6. **Details of any injuries and if the child received medical attention**

7. **Accurately record what the child said when describing what happened**

8. **Details of anyone who saw what happened**
