**Richmond christian college COMPLAINT FORM** C:\Users\ecooper\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\MXZRIT17\CEN HUB logo.jpg

|  |  |  |
| --- | --- | --- |
| **YOUR DETAILS** | | |
| Family name | | Given name(s) |
| Address | | |
| Contact number | | |
| Email | | |
| **PLEASE GIVE DETAILS OF THE COMPLAINT** | | |
| (Attach additional page and/or further documentation if you wish) | | |
| **PLEASE GIVE DETAILS OF THE OUTCOME YOU ARE SEEKING** | | |
| (Attach additional page if space is insufficient) | | |
| **HAVE YOU PREVIOUSLY RAISED THIS CONCERN WITH A STAFF MEMBER? (TICK)** | | |
| No  | Yes  | |
| *If yes, when:* | | |
| Who dealt with the matter? | | |
| What was the result? | | |

|  |  |
| --- | --- |
| **Office Use Only** | |
| Date received: | Level: 1 🞎 2 🞎 3 🞎 |
| Reported to: | Acknowledgement: / / |
| Outcome: Upheld/Dismissed/Unresolved | Decision communicated: / / |