



# \*\*Complaints Log Form

Crèche

Play Service

<b>Date complaint made/received:</b>	
<b>Complaint made by:</b>	
Name: _____	Address: _____
_____	
_____	
Telephone: _____	
<b>How was the Complaint made?</b>	
<input type="checkbox"/> In person <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Telephone	
<b>Details of complaint:</b>	
<b>Outcome of complaint:</b>	
<b>Action taken:</b>	
<b>Response to person raising complaint:</b>	<b>Date of response:</b>
<b>Is it necessary to inform: (please circle)</b>	
Head teacher? <b>Yes / No</b> Ofsted? <b>Yes / No</b> Social Services? <b>Yes / No</b> Early Years? <b>Yes / No</b>	
<b>Signature of crèche leader:</b> _____	
<b>Date:</b> _____	

Whilst every effort has been made to ensure the accuracy of the information provided, The Childcare Development Officer cannot accept responsibility or liability for any errors, which may have occurred. This has been created as a **Sample only**. Providers must write their own specific to their setting.