Appendix 1

Complaint Form

Comily name:			
Family name:	Giver	n name(s)	
Contact details:			
2. YOU ARE: (PLEASE TICK)		3. THE COMPLAINT IS ABOUT EVENTS AT	Т:
		(PLEASE TICK AND GIVE DETAILS)	
Student		A school	
Parent/caregiver		CEO office	
Staff Other (places appeifs)		Specify location and address:	
Other (please specify) 4. PLEASE GIVE DETAILS OF TI	JE COMPLAINT		
4. FLEASE GIVE DETAILS OF T	HE COMPLAINT		
		V-884-0-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	
(Please attach additional page if sp	ace is insufficient. You may also	attach further documentation if you wish.)	
5. PLEASE GIVE DETAILS OF TH	E OUTCOME YOU ARE SEEKIN	NG	
(Please attach additional page if spa	ace is insufficient.)		
6. HAVE YOU PREVIOUSLY RAIS	ED THIS CONCERN WITH A ST	AFF MEMBER? (PLEASE TICK)	
No 🗆	Yes		
If yes, when:			
Who dealt with the matter?	20.000		
What was the result?			
		NT TO BE FORWARDED TO THE RESPONDE	NT?
Yes□	No□		
Cianatura		Data	
Signature:		Date:	
For complaint handler use (s	ee assessing and referring	g complaints)	
	<u> </u>	g complainte)	
Office use			
For matters which are resolu	ved at intake:		
Advice/Action:			
Options: Self-resolution		☐ Mediation ☐ Intervention ☐ Investi	
Options: Self-resolution Systems improvement	☐ Assisted resolution ☐	☐ Mediation ☐ Intervention ☐ Investi	igation
Options: Self-resolution Systems improvement	☐ Assisted resolution ☐		igation
Options: Self-resolution Systems improvement Outcome:	☐ Assisted resolution ☐	□ Mediation □ Intervention □ Investi	igation
Options: Self-resolution Systems improvement Outcome:	☐ Assisted resolution ☐	☐ Mediation ☐ Intervention ☐ Investi	igation
Options: Self-resolution Systems improvement Outcome: Date matter is finalised:	☐ Assisted resolution ☐	□ Mediation □ Intervention □ Investi	igation
Options: Self-resolution Systems improvement Outcome: Date matter is finalised:	☐ Assisted resolution ☐	□ Mediation □ Intervention □ Investi	igation
Options: Self-resolution Systems improvement Outcome: Date matter is finalised:	☐ Assisted resolution ☐	□ Mediation □ Intervention □ Investi	igation
Options: Self-resolution Systems improvement Outcome: Date matter is finalised: Name of complaint handler For matters which need furtle	☐ Assisted resolution ☐	□ Mediation □ Intervention □ Investi	gation
Options:	☐ Assisted resolution ☐	□ Mediation □ Intervention □ Investi	gation
Options: Self-resolution Systems improvement Outcome: Date matter is finalised: Name of complaint handler For matters which need furtl Referred for: Further assessr other Referred to: Name:	Assisted resolution ner action: nent to Director System I	□ Mediation □ Intervention □ Investi	ent Relations