

Comments and Complaints Form

We welcome your views on the work we do and will use them to improve the Nursery. If you would like to make a complaint, please read our policy (1.8 Safeguarding Children - making a complaint) and consider talking to a member of staff or committee member before completing the form. We may be able to solve your problem immediately and save some time.

Your contact details:

Name:

Address:

Email:

Telephone:

Date of Comment or Complaint:

Details of Comment or Complaint:

Please consider including the following points if making a complaint: What happened? When/where did it happen? Who was involved? What can we do to put things right?

This section for staff use only, to be completed if involved in dealing with a complaint.

Name of staff member:

Have you done anything to put things right? (Please Describe):

Is the result satisfactory to the complainant? (If no, the complaint will be investigated further):

Please copy form for your records and pass original on to the Nursery Committee as soon as possible.