



Playhouse Preschool

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## Complaints Form

Date complaint made/received:
Complaint made by: Name  Address  Telephone
Complaint made (in person, letter, email, telephone)
Details of complaint:
Welfare requirement that the complaint relates to: <ul style="list-style-type: none"><li>• Safeguarding and promoting children's welfare</li><li>• Suitable people</li><li>• Suitable premises, environment, equipment</li><li>• Organisation</li><li>• documentation</li></ul>
Outcome of complaint:
Action taken:
Response to person making complaint:  Date of response:
Is it necessary to inform OFSTED? <span style="float: right;">Social Services?</span>
Signature of provider:



Playhouse Preschool

Date: