



Date of complaint:		
A: Source of complaint		
Parent (in writing, including email) Parent (in person) Parent (phone call)		Staff member Anonymous Ofsted (include complaint number if known) Other (please state)
B: Nature of complaint		
(please tick all welfare requirements to which the complaint relates)		
1: Child protection 2: Suitable people 3: Staff qualifications, training, support and skills 4: Key person 5: Staff:child ratios 6: Health 7: Managing behaviour 8: Safety and suitability of premises, environment and equipment 9: Special educational needs 10: Information and records		
Please give details of the complaint:		



4 KIDS

C: How it was dealt with	
Internal investigation Investigation by Ofsted Investigation by other agencies (please state):	
Please give details of any internal investigation or attach any outcome letter from Ofsted:	
D: Actions and outcomes	
Internal actions Actions agreed with Ofsted Changes to conditions of registration Other action taken by Ofsted No action Actions imposed or agreed with other agencies	
Please give details:	
Has a copy of this record been shared with parents? Yes or No	
Name of recorder:	Outcome notified to parent: (within 28 days) Date:
Position: Name: Signature:	Date completed: