

Record Forms

Complaints Record

Date of Complaint:	
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A: Source of Complaint	
Parent (in writing, including email)	Staff member
Parent (in person)	Anonymous
Parent (phone call)	Ofsted (include complaint if known)
	Other
B: Nature of complaint Early Years Register (please tick all welfare requirements that the complaint relates to)	
Safeguarding and promoting children's welfare	
Suitable People	
Suitable premises, environment and equipment	
Organisation	
Documentation	
B: Nature of complaint Childcare Register (please tick which part of the Childcare Register that the complaint relates to)	
Compulsory part of the Childcare Register	
Voluntary part of the Childcare Register	
Please give details of the complaint:	

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C: How it was dealt with	
Internal investigation	<input type="checkbox"/>
Investigation by Ofsted	<input type="checkbox"/>
Investigation by other agencies (please state)	<input type="checkbox"/>
Please give details of any internal investigation or attach any outcome letter from Ofsted:	
D: Actions and Outcomes	
Internal actions	<input type="checkbox"/>
Actions agreed with Ofsted	<input type="checkbox"/>
Changes to conditions of registrations of registration	<input type="checkbox"/>
Other action taken by Ofsted	<input type="checkbox"/>
No action	<input type="checkbox"/>
Actions Imposed or agreed with other agencies	<input type="checkbox"/>
Please give details:	

Has a copy been shared with parents? Yes or No	
Name of recorder:	Outcome notified to parent: (Within 28 days) Date:
Position:	Date completed:
Name:	
Signature:	