



**The Children's Room
Parent/ Carer Complaints Form**

Name of parent/ carer	
Name of child	
Date of complaint	
Time of incident (if relevant)	
Nature of complaint – please describe in detail – please consider: Location of incident (if relevant) Any person/ people present If it is disclosure from a child, the child's words should be used where possible	
Action taken in response to complaint	
Further action required:	
Resolution of complaint	
Date of resolution	
Signature (parent/ carer)	
Signature (manager/ owner)	