



**Record of Complaint – Follow Up**

This form is to be used by a :- Staff member/ Head teacher/ Complaints Officer / Chair of Governors, to record any Outcome or Actions taken from a Complaint.

Please fill in all parts of this form.

Where any Actions are taken, please record in this section the person who is responsible for making sure these actions are put in place. If there is a need for a review record the time frame for this.

Date: \_\_\_\_\_

Name of Person who dealt with complaint:

\_\_\_\_\_

Your role in school:

\_\_\_\_\_

Details of Complaint:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the outcome of the complaint:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actions taken from the complaint:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Review if needed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_