

**Incredible Kids**  
**Complaints Form**

To proceed with a complaint please complete this form and return to the trustees of Incredible Kids either in a sealed envelope addressed to the trustees or by email to [incrediblekidsuk@gmail.com](mailto:incrediblekidsuk@gmail.com) This form will enable the complaint to be dealt with appropriately.

**Your name:**

**Your contact telephone number:**

**Your e-mail address:**

**Your Address:**

**Postcode:**

**Please give details of any special needs we need to bear in mind when we are dealing with your complaint and communicating with you.**

**Date & Time Incident Occurred:**

**Please give specific details of your complaint, stating dates, names of others involved, wherever possible. Please continue on a separate sheet if necessary**

**If you have already verbally spoken to the staff member regarding your complaint please give the name of staff:**

**What do you think should be done to put things right?**

Please note that in investigating your complaint Incredible Kids may require to provide any named persons with details of the complaint so as to give them a fair opportunity to respond.

**Your signature:**

**Date:**

**For Office Use**

**Date Received:**

**Date Acknowledgement Sent:**

**Date Outcome of investigation  
Communicated to complainant:**

**Outcome of the complaint:**

**Trustee Signature:**

**Date:**