

Naunton Park Pre-School Playgroup



Complaint Form

Date of complaint			
A: Source of complaint			
Parent in writing		Staff member	
Parent in person		Anonymous	
Parent phone call		Ofsted	
		Other	
B: Nature of Complaint			
Suitable person		Food and drink	
Organisation		Equal opportunities	
Care, Learning and Play		Special needs	
Physical environment		Behaviour	
Equipment		Working in partnership with parents & carers	
Safety		Child protection	
Health		documentation	
Please give details of the complaint			

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 the parents (please tick)	Yes	No
Outcome notified to parent (within 28 days)	Yes	No
Date:		
Name of recorder		
Position		
Name		
Signature		
Date Completed		