



Feedback / Concern / Complaint

Use this form to notify us of feedback or a complaint concerning our service. Your concern will be investigated in accordance with our Management of Complaints policy.

Your Details

Your Name

Preferred contact

Would you like to be contacted with feedback following your concern?

Yes

No

Do you have a child currently enrolled in our service?

Yes

No

Child's Name

Details of complaint

Please provide details of your concern or complaint, providing as much information as possible to assist us in investigating the matter. If necessary, you may attach an additional page or material.

Signature

Date



OFFICE USE ONLY

Received by

Date

Handled by

Position

Description of any action taken as a result of complaint

Who has been notified of this complaint?

Staff team

Individual staff member

SNCC Manager

Regulatory Authority

Other

Has feedback been provided to complainant?

Yes

No

Signature of Nominated Supervisor

Date

Signature of SNCC Manager

Date