Holbrook Swim Formal Complaints Form v1.0

This form is to be used in conjunction with our complaints procedure policy

Your Name: Date:

Please give details of the complaint:

Date/s of Incident: Time:

If the complaint is about someone's behaviour please give the names of any witnesses to the incident/s

As a result of this complaint is there any outcome you would like? Yes ☐ No ☐

If yes please give details.

Please Sign and Date …… Date……..

OFFICE USE ONLY

Received by: On Date:

Action taken or Required:

Date action completed: Signed: