



CENT ECEC Services Grievance and Complaints Form

All complainants should raise their concerns and/or complaint regarding any aspect of the service with the Director/ Assistant Director. The Director/ Assistant Director will raise the grievance with the Nominated Supervisor (Principal).

In the event that you feel you are unable to discuss your complaint with the Director/Assistant Director or the discussion proves unsatisfactory, your complaint can be raised directly with the Nominated Supervisor (Principal) as per policy.

Date complaint received:

Name of Complainant	Contact details of Complainant
Name of child/children to whom complaint relates:	

Details of your Complaint/Concern/Grievance

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What outcome are you hoping to achieve?

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How would you like to be contacted?

Phone Email