

General Complaints

Form 3



Safeguarding
CHILDREN
Killaloe

Parish		All complaints arising during a church related activity (with the exception of complaints about child abuse) should if possible be resolved by discussion between the parties involved. If this is not feasible, the complainant should complete the details below and submit it to the person in charge or the Parish Priest. This form can also be completed and sent directly to the Director of Safeguarding or the Bishop.	
Complainant Details			
Name		Tel. Land	
Address		Tel. Mobile	
		Email	
Details of Complaint			
 <hr/> <hr/> <hr/> <hr/>			
Date / time of incident to which the complaint relates			
Names of witnesses to the incident the complaint relates	<hr/> <hr/>		
Name of person/s complained against			
Activity to which the complaint relates			
Action required by complainant			
Complainant signature		Date	
OFFICE USE ONLY			
Form received by		Date	
Action to be taken, by whom?			