

| Comments, Concerns or Complaints Record | | |
|---|--|--|
| Date: | | |
| Source of complaint | Parent (in writing) Parent (in person) Parent (phone call) | Other CM Assistant Ofsted Other |
| Nature of Complaint (please tick what complaint relates to) | | |
| Welfare Requirements: | | |
| Safeguarding and promoting children's welfare | Safeguarding Information and complaints Premises and security Outings Equality of opportunity Medicines Illness and injuries Food and drink Smoking Behaviour management | |
| Suitable people | Safe requirement Alcohol/other substances | |
| Suitable premises | Risk assessment Premises | |
| Organisation | Inclusiveness Appropriates play and learning experiences | |
| Documentation | | |
| Learning and Development requirements | Personal social and emotional development Communication, language and literacy Problem solving, reasoning and numeracy Knowledge and understanding of the world Physical development Creative development | |
| Give details of complaint | | |
| How it was | Internal investigation | |

