**Complaints Report Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Report Prepared by |  | Date report  made: |  |
| How was report of  Complaint Made to IS: |  | | |
| Note: If report made in writing/email please attach a copy Yes/No  Note: If report made verbally by phone/in person please request  complaint in writing where possible Yes/No | | | |

|  |  |
| --- | --- |
| **Details of person making Complaint** | |
| Name | Club/Involvement  in IS/ Member of  Public etc |
| Address  Email  Phone | Position |
| Date of Incident | |
| Time of Incident a.m. / p.m.  Details of Complaint:  How is the complainant involved in the Complaint: | |
| If the person involved in the complaint is an employee/director please complete the following section: | |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Reason for presence of at the time |  |

|  |  |
| --- | --- |
| Was the complaint reported to any other person/body? - provide details below: | |
| Was the incident witnessed by any other persons? | |
| Witness 1 | Witness 2 |
| Address  Email  Phone | Address  Email  Phone |

Any Other Information please include: