**Complaints Report Form**

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| 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 |

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| **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 |  |

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| 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: