TRINITY COLLEGE DAY NURSERY

Complaints Procedure Report

Child / Member of Staff Name:……

Person/s Making Complaint:…….

Nature of Complaint:

Reported to:……

Date:……Signature of complainant:……

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FOR NURSERY USE

Step 1 Action taken by Ladybird or Busybee Team Leader:

Name:……..Signature:……..Date:……

Step 2 If matter unresolved report to Nursery Manager;action taken:

Name:……Signature:……..Date:……..

Step 3 If matter unresolved report to Trinity College Administrator;action taken:

Name: ……..Signature:……..Date:……..

Step 4 If matter unresolved report to: OFSTED,
Early Years,
Freshford House
Redcliffe Way
Bristol,
BS1 6NL
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