



Complaint Record Form

1. Your name and Position

2. Name of child or young person involved

3. Name of person making the complaint

4. Name of the person who the complaint is made against

5. Nature of the complaint- include times, dates, location and what happened

6. Details of any injuries and if medical attention was given

7. Accurately record what was said when describing what happened

8. Details of anyone who saw what happened

9. If applicable to case. Does this complaint indicate the possibility of child abuse, i.e. Physical abuse, sexual abuse and or neglect?

☐

YES

NO

☐

10. If yes, provide details of your report to: Child Youth and Family and or NZ Police

Person spoken to_____

Date_____

11. If complaint relates to inappropriate behaviour, detail of internal discipline process followed

12. Any follow up required?

☐ YES
NO

☐

13. If yes, please provide details:

Signed: _____ Print Name _____
Date _____