



Complaints Report Form

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

Details of person making Complaint	
Name	Club/Involvement in IS/ Member of Public etc
Address	Position
Email	
Phone	
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	Address
Email	Email
Phone	Phone

Any Other Information please include: