

Please fill out this form as accurately as possible. Try to stay objective and give as much detail as you think is necessary. If you are filling out this form on behalf of someone else, ensure you have their permission.

1. Your details (person filling out the form if not the complainant)

- a. Title: Mr / Mrs / Ms / other Surname
- b. First name(s)
- c. Phone number
- d. E mail address
- e. Address
- f. How would you like to be contacted?

2. If you are making the complaint on behalf of someone please enter their details below.

- a. Full name
- b. Address
- c. What is your relationship to them?

3. About your complaint

- a. During which camp did the issue arise (name of school, group, or holiday program)?

- b. What exactly happened?

c. How has it affected the complainant?

d. What do you belief should be done to put the matter right?

e. Have you already complained to a staff member? If so please give some details to whom you complaint and when.

f. Signature complainant:

g. Signature if you are making complaint on someone else's behalf:

h. Date: