



**BAREFOOT
COACHING**

Complaint Report Form

Complainants Name: _____

Date of Complaint: _____

Complaint Details:

Please set out the details of your complaint/grievance, including names and dates as appropriate:

Please set out any steps you have taken to resolve your complaint/grievance so far:

What outcome are you hoping to achieve by your complaint/grievance?

Signed: _____

Date: _____



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FOR INTERNAL USE ONLY

Complaint reviewed by: _____

Date of Review: _____

Outcome (Continue on another page if required):

Date Closed: _____