SRE COMPLAINTS/TEMPLATE FORM – CCD RECORD

This form is designed to accompany the complaints policy and procedure, and must be submitted to CCD office.

COMPLAINANT'S DETAILS

Date _____ ***First Name*** _____

Last Name _____ ***Phone*** _____

Email _____

Address _____

_____

School _____ ***Parish*** _____

Parish Co-ordinator _____

SELECT FROM THE FOLLOWING. THE COMPLAINANT IS A:

☐ Parent
☐ SRE Teacher (Catechist)
☐ NSW DoE School/Teacher
☐ CCD Employee

COMPLAINT DETAILS:

- *Please set out your information as clearly and as briefly as possible.*
- *Record the facts, e.g.*
  - *Date of incident/concern*
  - *Brief description of incident/concern*
  - *What steps have taken to resolve the problem thus far*
  - *Have you raised this complaint with anyone before? If so, who did you speak to and what was the result?*
- *What is the result being sought?*

SUBJECT OF COMPLAINT:

☐ Curriculum
☐ Student behaviour
☐ Catechist behaviour
☐ Change of SRE class schedule by school without negotiation
☐ WHS issue
☐ Other

DETAILS OF COMPLAINT/DISPUTE:

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NAME: _____ **DATE:** _____

SIGNATURE: _____

CCD ACTION TAKEN:

• Record any immediate risk management taken

CONFIDENTIALITY STATEMENT:

E.g: personal information and details of the compliant will remain confidential. However, the information you provide may be provided to the NSW Ombudsman, the Independent Commission against Corruption or the NSW Police if required.