



Complaint Report Form – General

Private and Confidential

Date: ____ / ____ /20____

Please use this Form to make a Formal Complaint regarding a grievance, concern or allegation regarding personnel, activities or processes or any other matter at St Andrews Christian College.

You are encouraged to read the Parents and Volunteers Code of Conduct and the Community Grievances Policy before completing this form, to understand the process that will be followed. These can be accessed on the College Website Policy page.

Your Name: _____ **Contact Number:** _____

Please briefly, but accurately, describe the alleged behaviour or grievance about which you are lodging this Complaint Form. (Keep to the facts, without interpretation or opinion.)

Who is the offending person? *(Where applicable)*

Briefly explain your grievance or complaint:

Is the grievance: ☐ **Current** ☐ **Historical** ☐ **Ongoing**

What steps (in the process) have you taken so far. *E.g. Have you been to the person to attempt to express your grievance and seek a resolution?*

**Are your concerns shared by other members of the College community?
(If they are willing, provide name(s))**

What would a satisfactory outcome look like, for you?

Have you reported your concern with any external authority? If so, to whom?

Any other comments:

Statement of Intent:

I, _____, formally lodge this grievance or complaint in all sincerity, recognising that such action may have a negative or long-term impact on those involved. I will act in good faith in the process and accept the ruling of the investigator, where I believe the process is fair and transparent.

Signed: _____ **Date:** _____ / _____ / **20**_____

Please submit completed forms to the College leadership via email: concerns@standrews.vic.edu.au