

COMPLAINTS REPORT FORM
including SAFEGUARDING INCIDENTS and WHISTLEBLOWING

Please complete this form as soon after the incident took place. Where you are reporting on behalf of a child or a vulnerable adult please use their words where possible.

Name of person disclosing:

Location or venue where incident took place:

Contact details for person disclosing:

Briefly describe what happened (include times and dates):

Names and contacts of witnesses:

Name of person completing form:

Date:

Action taken:

A copy of this report MUST be emailed to dan@kingsgateworkshops.org.uk or posted to:
The Director, Kingsgate Workshops, 110-116 Kingsgate Road, London NW6 2JG.

Where that is not appropriate, this form should be emailed to chair@kingsgateworkshops.org.uk

Updated: June 2023 Due for review: June 2024