

complaints form:

children & young people

You can ask a family member or another trusted adult to help you with this form.

Once you've finished the form, you can send it to our Safeguarding Coordinator at safeguarding@goodsams.org.au

If you would rather hand it in to us in person, you can do that too!

A complaint form is a formal way of letting someone know you are unhappy with something.

After filling in this form, we will listen to you and work with you to find a solution to the problem



Name and contact details:

You do not have to give us your name and contact information to make a complaint, but it will be easier for us to support you if we can contact you.

First Name		Family Name	
Phone		Email (if you have one)	
Address			
Suburb		State	Postcode
I would like to be contacted by (tick any)			
Phone	<input type="checkbox"/>	Email	<input type="checkbox"/>
		In writing	<input type="checkbox"/>

Someone from Sisters of the Good Samaritan will contact you to make a time to talk about your complaint with you and a parent/carer or other support person.

We will try and find a way to make this problem better.

It's up to you how you fill out this form.
You can write things down or draw a picture.
You can also give us a call on (02) 8752 5319



What is making you unhappy?

A large, empty rounded rectangular box with a yellow border, intended for the user to write their response to the question above.



What would make the problem better?

A large, empty rounded rectangular box with a yellow border, intended for the user to write their response to the question above.

Your Signature

Date

Contact information of staff member receiving this form/ supporting the completion of this form:

Staff Member		Position	
Phone		Email	
Format Received		Date Received	