

Date of Complaint/Grievance:

A: Source of complaint/grievance

Parishioner	<input type="checkbox"/>	Anonymous	<input type="checkbox"/>
Church officer	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

B: Nature of complaint/grievance

C: How it was dealt with

Internal investigation	
Investigation by Diocesan Safeguarding Adviser	
Investigation by other agencies (please state)	

Please give details of any internal investigation or attach any outcome letter from Diocesan Safeguarding Adviser:

D: Actions and outcomes			
Internal actions			
Actions agreed with Diocesan Safeguarding Adviser			
Actions imposed or agreed with other agencies			
No action			
Please give details:			
Has a copy of this record been shared with complainant? Yes or No			
Position of recorder:	Outcome notified to complainant?	Yes	No
	Date:		
Name:	Date Completed:		
Signature:			