



Here for young people  
Here for communities  
Here for you

# YMCA HUMBER

## Complaints Form

<b>Name of complainant:</b>		(please highlight as required) Resident / Public / Employee Other Service User
<b>Organisation:</b> (if applicable)		
<b>Address:</b>		
<b>Contact Number:</b>		
<b>Contact Email:</b>		

<b>Name of person recording complaint:</b>		(please highlight as required) Resident / Public / Employee Other Service User
<b>Connection to complainant:</b> (if applicable)		

Date of incident :		
Date	Time	Location

<b>Reason for Complaint:</b>	
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Please provide full details of the complaint:


Confirmation of Statement:		
Name:	Signature:	Date complaint submitted:

Following submission of your statement please complete the additional information below so that we can assess fully.

Action taken so far, if any:

What action do you feel should be taken:

# YMCA HUMBER

Following submission of your complaint statement YMCA Humber will now assign the review to the Complaints Officer and following this provide you with a full overview of the assessment and outcomes.

[illegible]

Confirmation of Statement:		
Name:	Signature:	Date complaint submitted:

Full details of our complaint processes can be found on our website via the following link.

## Reports and Organisation Information