



## Complaint Form for Non-compliance with Ormiston College Student Protection Processes

DETAILS	
FULL NAME:	
ADDRESS:	
TELEPHONE No.:	
EMAIL:	
Please specify in what capacity that you are making the complaint (staff member, student, former student, parent, guardian etc):	
DETAILS OF THE STAFF MEMBER INVOLVED IN THE COMPLAINT:	
STAFF MEMBER NAME:	
ROLE/POSITION:	
Details of the Complaint	
Please outline the details of the complaint, proving full details including: <ul style="list-style-type: none"><li>• What the particular complaint is about</li><li>• Full details of the complaint (what happened, where it happened, to whom it happened, when it happened)</li><li>• Why you believe that the Student Protection Processes have not been followed If you do not have enough space, please attach a separate sheet to this form.</li></ul>	
FURTHER INFORMATION (referral to other persons/agency)	
If you have referred this complaint to another person or agency e.g. the Police or Child Safety, what was the outcome of the complaint?	
What were you advised? Please attach any copies of any relevant documents.	

<b>WITNESSES</b>	
<b>NAME OF WITNESS:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE No.:</b>	
<b>WHAT INFORMATION CAN THEY PROVIDE:</b>	
<b>DOCUMENTS/OTHER EVIDENCE</b>	
Attach copies of any documents or other evidence relevant to your complaint (e.g. letters, photographs, statements from witnesses or other people). If you cannot provide the documents/evidence, please provide details of who has access to the documents/evidence or how this can be obtained, and what information they may be able to provide.	
<b>OUTCOME YOU ARE SEEKING</b>	
Please specify the outcome you wish to achieve by making a complaint about non-compliance with Student Protection Processes.	
<b>SIGNATURE</b>	
Please sign and date this form: The information contained in this form is true and accurate to the best of my knowledge. Once completed, please send to the Headmaster either <a href="mailto:headmaster@ormiston.qld.edu.au">headmaster@ormiston.qld.edu.au</a> or Ormiston College, Po Box 1835, Cleveland QLD 4163	
<b>NAME:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	