



General Complaints Record

Safeguarding Children and Young People at St John's Parish, Tralee

All complaints arising during a church related activity (with the exception of complaints about child abuse) should try to be resolved by discussion between the parties involved.

If this is not possible, the complainant should complete the details below and submit it to the person in charge of the Church Ministry, the Parish Safeguarding Children Representative or the parish administrator.

Name: _____

Contact Details: *(including address, phone number and e-mail address)*

Details of complaint:

Signature: _____

Date: _____

For Office Use Only

Form received by: _____

Date: _____

Action to be taken and by whom:

