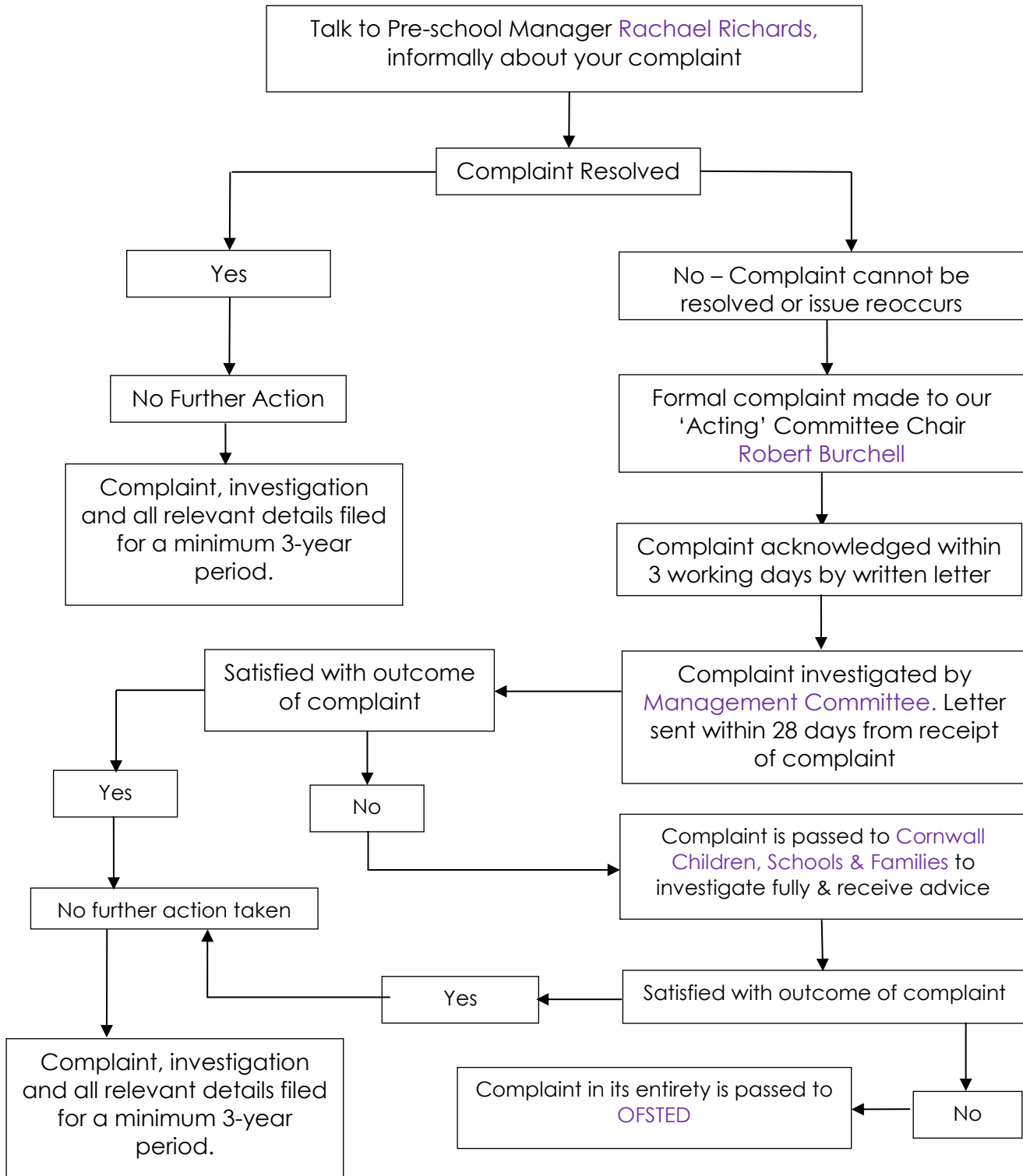


St. Eval Pre-School

COMPLAINTS PROCEDURE



Complaints should be investigated, responded to, and recorded within 28 days of receipt of the complaint. Please note the complainant can at any point put in a complaint or request advice and information from the following:

All Policies to be reviewed annually.

Acceptance of Policy		
APPROVAL Signature: Name & Position: Rachael Richards - Manager Date:	AGREED Signature: Name & Position: On behalf of the committee Date:	
Review Record		
Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date: