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| **Date:** | **Your name:** | **Kyeema Complaints Register number:** |
|   | **Participant name:** |  **Contact details:** |
| **Complaint****type**(please tick) | **Description**Write responses below in: 1. Basic details | **Response Action**Write responses below in: 2. Update | **Status**(please tick) | **Date**(dd/mm/yy) | **Complainant** **satisfaction**(please tick) |
| * Abuse
* Conduct
* Environment
* Financial
* Harm
* Neglect
* Physical
* Restrictive

Practice* Communication Issue
 | What happened?Who did it happen to?When did it happen?(do not ask why something happened or investigate it yourself unless directed) | What did you do about itWrite updates on separate lines | * Investigating
* Investigation

complete* Action proposed
* Action
* complete
* Resolved
* Unresolved
 |   | * Very satisfied
* Satisfied
* Neither
* Not satisfied
* Escalating
 |
| 1. **Basic details**
 |  |
| 1. **Update**
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