



## Complaint form about non-compliance with Brisbane Boys' College student protection processes

### Details

Title:

First Name:

Last Name:

Address:

Telephone (H):

Telephone (W):

Mobile:

Email:

Please specify in what capacity that you are making the complaint (student, former student, parent, guardian, staff member, etc):

### Details of the Staff Member involved in the complaint

Staff member Name:

Role/Position:

### Details of the Complaint

In the space on the next page, please outline the details of the complaint, providing full details including:

- What the particular complaint is about
- Full details of the complaint (what happened, where it happened, to whom it happened, when it happened)
- 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.

### Further information; referral to others 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 copies of any relevant documents.

### Witnesses

If any other person can provide information about the complaint, please provide their names, contact details and what information they may be able to provide.



### Documents/Other evidence

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.

### Outcome you are seeking

Please specify the outcome you wish to achieve by making a complaint about non-compliance with Student Protection Processes.

### Please sign and date this form:

The information contained in this form is true and accurate to the best of my knowledge.

Signature:

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Date:

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Name: