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**Complaint Form**

This form should be completed by the person making the complaint. All personal details will remain confidential. Move More will give an initial response to the complainant within five working days.  
Please refer to Move More Complaints Policy for more details.

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| **Complainant Details** |
| **Name:** |
| **Full Address:** |
| **Tel & Mob:** |
| **Email:** |

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| **Complaint Details** |
| **Date and approximate time of incident:** |
| **Location / event name:** |
| **Summary of complaint:** |

Complainant’s Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Please return to: CEO Move More, or, if the complaint is about the Move More CEO, then send to the Chair of Trustee Board: Move More, c/o All Saints Academy , Blaisdon Way, Cheltenham, GL51 0WH.