

Complaints Form



Bournemouth Foodbank

118 Haviland Rd,
Bournemouth BH7 6HW

T: 01202 394505

E: admin@bournemouth.foodbank.org.uk

www.bournemouth.foodbank.org.uk

Registered Charity Number: 1143446

Your Name..... Date.....

Contact Details.....

Are you:- Staff/volunteer/customer.....

Date of Incident..... Location of Incident.....

Description of Incident.....
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Were there any witnesses.....
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What do you want to happen now?
(we take this into account but can't guarantee that we can do everything you ask)
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Manager Receiving Complaint Name.....

Date received.

Action Taken

Person Dealing with Complaint.....

Actions Taken to Investigate.....

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Outcome of Investigation.....

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Action Taken.....

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Complainant Informed (date).....

Has this resolved the complaint?.....