**LOLLY JAR CIRCUS COMPLAINT FORM**

This form is not for urgent issues but for complaints about systems or relationships within the organisation. It is available and can be completed in writing and handed to a trainer or the CEO at a class or can be found on our website and emailed to the CEO at lollyjarcircus@gmail.com or the board at ljccomplaints@gmail.com or boardofLJC@gmail.com.

Full name:

Email address:

Mobile phone number:

Are you a trainer/parent/carer/other and if so what?

Please let us know your complaint in your own words, giving details as to who or what you are complaining about, where, when and how it happened and any other relevant detail. Use as much space as you need, including the back of the page.

How has this impacted on you/your child/another person?

Do you have any suggestions as to how the situation could be avoided or improved in the future?

Your complaint will be taken seriously and you will be contacted within a day to acknowledge that it has been received and within a week to advise you of the steps being taken in response.