

The Exwick Ark Policies and Procedures



Complaints Procedures

The Exwick Ark has a complaints policy which is regularly reviewed and updated when necessary. An up to date copy of the policy can always be found in the Folder in the cupboard in the Parent meeting Room. However please feel free to talk to Harri or Paula in the first instance and we will see if the matter can be resolved.

Please sign below for our records to show that you are aware of our complaints procedure. A copy is attached if you wish to read it.

Thank you. Harri

Family Worker Name:

Name of Child

Name of Parent/ carer

Signature of parent/ carer