

Warrawee Care Centre



Warrawee Care Centre Complaints and Incidents Record

This form can be used by families to accurately record any complaints or incidents alternatively an email with the concern can be sent. Any concerns will be addressed by the Nominated Supervisor and Approved Providers of the service. All families will be contacted and a positive resolution sought for both the service and the family involved. Your form can be emailed to the Approved Provider at warraweecarecentre@outlook.com or alternatively the Regulatory Authority can be contacted:

Early Childhood Education Directorate, NSW Department of Education

Website: education.nsw.gov.au/early-childhood-education

Email: ececd@det.nsw.edu.au

Phone: 1800 619 113 (toll free)

Name of Complainant -

Date of complaint

Name of child to whom complaint relates

Complainant's name and contact details

Please tick the relevant notification and provide the information as detailed below:

- Written summary of the complaints alleging that the safety, health or wellbeing of a child was or is being compromised.

- Written summary of the complaints alleging that the Law has been breached.

Written summary of the circumstance that poses a significant risk to the health, safety or wellbeing of a child attending the service.

Detailed description of the incident including nature of risk, cause, etc

Detailed description of impact on the operation of the service

Involvement of emergency services or other authorities (if relevant)