

APPENDIX A: COMPLAINTS FORM

Complaints arising from a CIBI-related activity should attempt to be resolved by discussion between the parties involved. If this is not possible, this form should be completed and submitted to the Trustees at admin@cibi.ie

Note: This form may not be used for concerns in relation to child safeguarding matters. These concerns must be reported directly to the Carmelite Child Safeguarding Office.

Name of person making the complaint: _____

Address:

E-mail: _____ **Telephone number:** _____

Details of complaint (continue on separate sheet if necessary):

Signature: _____ **Date:** _____