



## RECORD OF COMPLAINT ABOUT NON-COMPLIANCE WITH IONA COLLEGE STUDENT PROTECTION PROCESSES

### YOUR PERSONAL DETAILS (THE COMPLAINANT)

Title:                      First Name:                      Last Name:

Address:

Telephone (home):                      Telephone (work):

Mobile:                      Email Address:

Please specify in what capacity you are making the complaint (e.g. student, former student, parent, guardian, other):

### DETAILS OF THE STAFF MEMBER OR VOLUNTEER (THAT YOU ARE COMPLAINING ABOUT) WHO YOU BELIEVE MAY NOT HAVE COMPLIED WITH THE COLLEGE STUDENT PROTECTION PROCESSES:

Staff Member's Name:                      Role/Position:

### DETAILS OF THE COMPLAINT:

In the space below, please outline your complaint, providing full details including:

- What the particular complaint is about.
  
  
  
  
  
  
  
  
  
  
- Full details of the complaint (e.g. what happened, when it happened etc).
  
  
  
  
  
  
  
  
  
  
- Why you believe the Iona Student Protection Processes have not been followed.

If you do not have enough space below, please attach a separate sheet to this form.

### FURTHER INFORMATION



► Referral to other persons or agency:

If you have referred this complaint to another person or agency e.g. the Police or Child Safety, what was the outcome of the complaint? What were you advised? Please attach copies of any relevant documents.

► Witnesses:

If any other person can provide information about the complaint, please provide their names, contact details and what information they may be able to provide.

► Documents / other evidence:

Attach copies of any documents or other evidence relevant to your complaint (e.g. letters, photographs, statements from witnesses or other people). If you cannot provide the documents/evidence, please provide details of who has access to the documents/evidence or how this can be obtained, and what information they may be able to provide.

► Outcome you are seeking:

Please specify the outcome you wish to achieve by making a complaint to the College about non-compliance with Iona's Student Protection Processes.

*The information contained in this form is true and accurate to the best of my knowledge.*

Signature:

Date:

Print or Type Name:

Submit the completed form either:

► by email to the College:

[admin@iona.qld.edu.au](mailto:admin@iona.qld.edu.au)

► by post to:

PO Box 351 Wynnum Central 4178.

► by email to the College Board Delegate for Student Protection:

[aln@stritas.qld.edu.au](mailto:aln@stritas.qld.edu.au)